

PLEASANTON UNIFIED SCHOOL DISTRICT

Job Description

Title:	Home and Hospital Instructor	Reports to:	Director of Educational Options
Job Category:	Educational Options	Classification Unit:	Certificated-Non APT
Board Approved:	02.09.2023	Current Salary Grade:	Certificated Salary Schedule Step 1 Column 1 Standard
Job Description Revised:		FLSA STATUS:	Non-Exempt

JOB SUMMARY:

Under direction of the Director of Educational Options, the Home and Hospital instructor provides instructional services to students with exceptional, short-term health-related needs. The home or hospital instruction teacher acts as the primary liaison with the site teacher of record during the period of home instruction when a student can not attend school due to a short term or long term disability.

ESSENTIAL FUNCTIONS:

- Provides tutoring and support to homebound students.
- Consults with teachers/counselors at the students' assigned schools to coordinate class assignments.
- Collaborates with teachers/counselors at the assigned schools to appropriately evaluate homebound students' work completion.
- Proctors exams and assessments for homebound students.
- Acts as a case coordinator for assigned homebound students.
- Administers state-standardized tests to students who are homebound at the time of the testing. Maintains student confidentiality.
- Manages multiple homebound student cases as needed.
- Maintains attendance and engagement records of homebound students.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned

REQUIRED QUALIFICATIONS:

Knowledge of:

- Inclusive teaching practices
- Motivational strategies
- Effective communication strategies
- Google suite of applications
- Laws and regulations pertaining to home instruction
- Local board policies and administrative regulations as needed
- Mandated reporting requirements

Ability to:

- Maintain records and prepare reports related to assigned activities
- Relate effectively with diverse staff, students, and community
- Schedule activities, meetings, and/or events
- Understand and carry out oral and written directions
- Operate a variety of job-related equipment including a copier, computer and assigned software

- Read, write, translate and interpret English and a designated second language
- Organize and prioritize work to meet deadlines, timelines and schedules
- Perform basic math, including calculations using fractions, percentages, and/or ratios

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills, and abilities.

Education: College diploma or equivalent.

Experience: Job-related experience with increasing levels of responsibility.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license
- Valid California teaching credential

DESIRABLE QUALIFICATIONS:

- Special Education credential and experience preferred
- Coursework or training related to the job is preferred
- Experience or credentials in Special Education preferred
- The ability to speak a second language is preferred
- Specialized training in early literacy and/or intervention strategies is preferred

WORKING CONDITIONS:

Environment: Indoor/Office environment. Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling as assigned by the position

Hazards:

- N/A

OTHER:

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.