

Job Title: Homebound Coordinator

Reports to: Director of Special Programs

Dept/School: Special Programs

Primary Purpose:

Coordinate teachers of Homebound students in the district

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Special Education Certificate

Special Knowledge/Skills:

General knowledge of the Homebound process

Major Responsibilities and Duties:

1. Work with campus counselors to determine student Homebound eligibility.
2. Select and coordinate with campus teachers to assign students based on need.
3. Ensure that necessary paperwork is completed. (Homebound Attendance Log and teacher Time Sheets)
4. Point of contact for questions, concerns, and any other Homebound issues.

Supervisory Responsibilities:

Supervision of teachers who teach Homebound students