

**ST. MARY PARISH SCHOOL PUBLIC SCHOOLS  
HOMEBOUND TEACHER JOB DESCRIPTION**

**POSITION:** Homebound Teacher

**REPORTS TO:** Principal or Principal Designee

**TERMS OF EMPLOYMENT:** 9-Month (182 Days)

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 112/1211

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** B.A. or B.S. Degree, Louisiana Teaching Certificate, Type A, B, C, Level 1, 2, 3, Practitioner's License (PL) 1, 2, 3, CTIE, Out-of-State (OS), or Ancillary

**METHOD OF EVALUATION:** The teacher is expected to meet minimal teaching performance standards, Louisiana Components of Effective Teaching (LCET), as approved by BESE in Bulletin 130, inclusive of the responsibility for growth in student learning.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide special education consultation and direct instruction to meet the needs of students eligible for homebound.
2. Assume responsibility for growth in student learning in the assigned area of instruction.
  - a. Ensure that student growth is continuous and appropriate for assigned students.
  - b. Develop and meet two yearly student learning targets which positively affect student achievement through job responsibilities.
3. Manage homebound referrals and facilitate communication between medical providers and the school.
4. Manage students during the period of homebound placement.
5. Enforce education in the Least Restrictive Environment.
6. Use modifications/accommodations as stated in plans.
7. Assist in collecting/receiving referrals/information for potential homebound students.
8. Collaborate with students, parents, and other staff members to develop appropriate IEP and plans for homebound placement.
9. Implement instructional activities provided by the student's teacher of record, including any modifications/accommodations designed in the homebound instructional plan.
10. Provide effective instruction that is clear, compelling, and engaging, while considering the learning style of the student.
11. Complete reports and paperwork in a timely manner.
12. Take all necessary and reasonable precautions to protect students, equipment, and materials.
13. Contact the student's teacher regularly to secure assignments and any special information needed to provide adequate instruction.
14. Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting students' needs.
15. Serve as liaison between the school and home for delivery of instructional services.
16. Work with families and campus staff to ensure a smooth transition of students back to regular school.
17. Use appropriate technology in instructional delivery.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents.
19. Provide educational services through virtual learning or other electronic means when necessary.
20. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

**ADDITIONAL RESPONSIBILITIES**

**6.0 PROFESSIONALISM:** The teacher is required to maintain a high standard of professionalism.

- Design, collect, and maintain student data through accurate, legible, and current record-keeping.
- Analyze student data to affect instruction and learning.
- Accept and use constructive feedback to improve performance.
- Complete assigned tasks, reports, and documents accurately according to specified timelines and expectations.
- Report to work on time following district attendance policy and submit to additional hours when deemed necessary.
- Maintain confidentiality and demonstrate positivity in words and actions as a representative of the school and district.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the

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Superintendent and Board.

- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Demonstrate competence in areas of responsibility.
- Exert every effort to constructively involve stakeholders in all professional settings.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Adhere to federal, state, district, and school policies, procedures, guidelines, and regulations.
- Adhere to ethical, legal, and professional standards.
- Provide and participate in virtual lessons/meetings and virtual/digital teaching in a professional manner.
- Follow directives as assigned by principal, principal designee, and/or supervisor.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the teacher will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_