

Home Instructor

Title: Home Instructor (Stipend Position)

Reports to: Assistant Director of Alternative Programs

Position Summary: Home Instructors provide continuity of instruction for students unable to receive instruction during the traditional school day in their home school on a temporary basis.

Work Year: Ten months, per diem

Work Hours: Subject to student need

FLSA Status: Non-Exempt

Bargaining Unit: EBEA

Pay Grade: Home Instructor/Tutor Rate

Qualifications:

1. NJ Certification as Teacher; preferably in the respective subject area;
2. Experience in working with special populations;
3. Ability to work effectively with department staff, school administration, and other members of the school community;
4. Strong interpersonal skills, problem solving skills, and communication skills;
5. Other qualifications to be determined by the Superintendent of Schools.

Duties:

1. In consultation with the Assistant Director of Alternative Programs, plans and delivers instruction for assigned students;
2. Uses District-provided programs, including but not limited to Canvas, Google Classroom and Genesis;
3. Promotes a healthy learning environment, dedicated to the social, emotional and academic growth of assigned students;
4. Reviews and responds to program emails daily;
5. Serves as liaison to home school teachers;
6. Collaborates with School Counselors and CST of assigned students to optimize student growth and development;
7. Communicates student progress to parents/guardians on a regular basis;
8. In conjunction with the home school teacher, grades assignments, creates progress reports and enters grades;
9. Performs other duties as many be assigned by District Administrators.