

**TRUSSVILLE CITY SCHOOLS**  
**Job Description**

**POSITION TITLE: Homebound Teacher**

**QUALIFICATIONS:** Must meet applicable federal and state certification/qualification requirements for the position • Teaching experience in special education or elementary education preferred • Strong organizational skills • Proficiency in oral and written communication skills • Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups • Ability to use technology to communicate, to plan and provide instruction, to facilitate student learning, to manage data, and to produce/submit required reports and correspondence • Ability to communicate effectively in a variety of settings • Ability to meet suitability criteria under the Alabama Child Protection Act of 1999 and Act No. 2002-457 • Such Alternatives to the above qualifications as state, federal and local law and the Board may require

**REPORTS TO:** Assistant Superintendent of Student Services

**JOB GOAL:** To ensure that children in the district identified as needing homebound services are provided with an ongoing educational program

**PERFORMANCE RESPONSIBILITIES:**

1. Demonstrates support for the school system and its vision, mission, goals, and priorities
2. Understands homebound procedures and consistently interprets and implements them
3. Meets with school team to initiate homebound services after approval is received from the Director of Instructional Support for services to begin
4. Works with school staff to identify the educational needs and the physical and learning capabilities of students
5. Works with the general education teacher(s) and school administration to develop an instructional program for each assigned student receiving homebound instruction
6. Meets with assigned elementary students on a weekly basis for the purpose of providing instruction Board Approved 03.13.17
7. Works with parent(s) or guardian(s) to establish an understanding and cooperative relationship based on the student's individual needs
8. Obtains assignments, textbooks, and other teaching materials from each school for all students receiving homebound services

9. Coordinates schedules and assigns secondary students to core subject area teachers for delivery of homebound services

10. Provides the Student Services Department with the number of students receiving homebound services on a monthly basis

11. Keeps, maintains, and files such reports and records as the Instructional Support Services Director may require, including attendance reports and case evaluations

12. Adheres to local Board policies, administrative procedures, and other like directives, as well as state, federal and local laws

13. Performs other job-related duties as assigned by Supervisor(s)

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Trussville City Board of Education reserves the right to amend the job description as needed

Board Approved: March 13, 2023