

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

HOME/HOSPITAL TEACHER FOR HOMEBOUND STUDENTS

POSITION: Home/Hospital Teacher for Homebound Students

REPORTS TO: Director of Special Education

LOCATION: Various Locations

NATURE OF WORK:

The Home/Hospital Teaching Program for homebound students is for special education students who are unable to attend regular classes due to properly diagnosed physical or emotional health conditions or a determination of their least restrictive environment. Instruction occurs in the home with an adult present.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to direct and evaluate student learning experiences
- Ability to provide specially designed instruction to students to promote educational development and welfare as written in the child's Individualized Educational Programs (IEP)
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Provides specially designed instruction to students to promote educational development and welfare as written in the child's Individualized Educational Programs (IEP)
- Develops an academic plan for the student and serves as the case manager
- Develops a teaching schedule with the student and parent
- Prepares lessons for each student meeting
- Plans according to the instructional needs and abilities of the student; must implement IEP
- Relates plans to the county curriculum and to the classroom teachers' plans
- Develops effective strategies to deal with physical/emotional disabilities
- Assists students with learning activities
- Collects data on student goals and objectives
- Provides updated present levels of performance throughout the school year
- Completes quarterly progress reports
- Cooperates with students and staff
- Maintains open lines of communication with students, staff, and parents
- Incorporates technology into lessons

QUALIFICATIONS:

Required:

- Bachelor's Degree

Preferred:

- Eligible for certification/licensure in content area

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC Teacher Career Ladder for ten-month employees

BARGAINING UNIT ELIGIBILITY: EASMC

Revised: 07.2024, 04.2025