

## **HOMEBOUND INSTRUCTOR**

### **Qualifications:**

#### Minimum:

1. Holds a Bachelor's Degree
2. Possesses a valid New Jersey teaching certificate
3. Demonstrates skill in interpersonal relations
4. Criminal history background check and proof of U.S. citizenship or legal resident alien status

### **Reports To:**

School Principal and/or School Counselor or Director of Special Services

### **Job Goal:**

To ensure that homebound children in the district are provided with an on-going educational Program.

### **PERFORMANCE RESPONSIBILITIES:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

1. Maintain and respect the confidentiality of students and school personnel information.
2. Interact in a professional manner with students, staff members and parents.
3. Work with building principal, counselor or director, the pupil's teacher(s) and members of the special Services department to assess the educational needs and the physical and learning capabilities of those students requiring home instruction.
4. Meet with each assigned student on a regularly scheduled basis for the purpose of providing instruction.
5. Assume responsibility for obtaining textbooks and other teaching materials necessary for homebound instruction through the procedures established.
6. Asses on an ongoing basis student strengths and weaknesses and provide appropriate activities to address student needs.
7. Facilitate a positive and orderly environment for learning for the student.
8. File written progress reports on each assigned student with the student's parents or guardians and in the case of students temporarily assigned, with their regular teacher or teachers.
9. Keep, maintain and file such reports and records as may be required, including attendance reports, case evaluation and the like.
10. Coordinate with the advice of student's regular teacher or teachers, an instructional program

for each assigned student receiving homebound instruction on a temporary basis.

11. Coordinate with the pupil's teacher(s) and with the guidance department personnel the on-going evaluation of the pupil including providing grades when appropriate.
12. Keep informed of educational trends and new methods in education, remaining always alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.
13. Work cooperatively with the parents/guardians of homebound students to implement the child's instructional program.
14. Work cooperatively with the regular classroom teacher of students having homebound instruction on a temporary basis.
15. Work cooperatively with the Child Study Team and other personnel with the Special Services Department for students receiving homebound instruction.
16. Properly complete all homebound packet materials

**TERMS OF EMPLOYMENT:** On an on-call basis. Stipend established by the Board in accordance with the agreement between the Collingswood Board of Education and the Collingswood Education Association.

**APPROVED BY:** Board of Education