



OAKLYN PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Homebound Instructor

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing for Appropriate Content or Grade.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: Provide instruction aligned to the district curriculum for the designated amount of time to students unable to attend class in the regular school environment .

PERFRMANCE RESPONSIBILITIES:

1. Work effectively with principal, student, and parent.
2. Communicate frequently with student's classroom teachers.
3. Obtain appropriate materials and assignments from teachers and design correlating instruction
4. Prepare reports detailing student's progress and effort in completing assignments.
5. Complete and submit to the business office timesheets that accurately reflect the number of hours with the assigned student. Submit timesheets by the appropriate deadlines.
6. Perform other duties deemed necessary by the Principal.

TERMS OF EMPLOYMENT: Hourly rate is established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation.

DATE APPROVED: March 29, 2011