

Job Description

Title: Home Bound / Hospital Bound Teacher

Reports to: Designated Special Education Coordinator

General Summary: Teaches students who are home bound or hospitalized. Consults with teachers, administrators, and parents.

Essential Functions:

1. Gather appropriate materials and assignments through designated building contacts (usually classroom teacher for elementary or guidance counselor for secondary). The homebound teacher may design a temporary curriculum for those students who are unable to continue normal classroom assignments due to health related limitations. (20%)
2. Implements IEP with parent to address the time period that student will be in homebound program. A copy is to be presented to the Director of Special Education or Designee to be included in the student's file. (20%)
3. Make contact with the parents of student to determine most appropriate time and location for program. (5%)
4. Present material in meaningful manner using correcting, reteaching, or other appropriate methods. (20%)
5. Proctor examinations using directions provided by the teacher. (5%)
6. Work with teacher to develop techniques that will enhance program delivered at home. (10%)
7. Return finished work and tests to teacher for correction and recording of grades. (5%)
8. Participate in progress update meetings with parents, guidance staff and teachers. (10%)
9. Other duties as assigned by the director of special education. (5%)

Assignments And Wages:

1. Phone contact will be used to contact teacher and arrive at agreement to serve a child. A letter of confirmation will follow this from the office of the Director of Special Education or Designee.
2. Homebound teachers will be paid the hourly wage(s) specified in the Collective Bargaining Agreement between the District and the Millard Education Association. Time records are to be turned in by the tenth of each month. Payment is made on the 20th of each month. Pay will be based on an hourly record of:
 - Student contact time (5 to 10 hours a week per student unless otherwise approved by Director of Special Education or Designee).
 - Building contact time: picking up materials and meet with teachers about any special concerns.
 - Staffing times: meetings scheduled by school officials and IEP meeting time.
 - Planning time: One hour for every five hours of actual teaching time.
 - Drive time between student's home and/or hospital. The District does not pay for driving time between the teacher's home and the first assignment, or for driving time between the last assignment and teacher's home.

Qualifications:

1. Education Level: Bachelor’s Degree required, Master’s Degree preferred.
2. Certification or Licensure: Valid Nebraska Teaching Certificate
3. Experience desired: Successful teaching experience preferred.
4. Other requirements: Possess skills necessary to perform the required responsibilities.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X		
2. Walking	X		
3. Sitting			X
4. Lifting <u>25</u> lb max.	X		
5. Carrying <u>100</u> feet.....	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____