

**Job Title:** Coordinator – Homebound (includes teaching responsibilities) – Part time

**FLSA Exemption Status:** Exempt

**Term:**

**Minimum Qualifications:**

1. Valid Tennessee teaching license with appropriate endorsement(s);
2. Strong written, verbal, presentation and interpersonal skills; and
3. Meets health and physical requirements.

**Job Objectives/Goals:**

To ensure that students in the school system qualifying for and capable of benefiting from homebound services receive the appropriate educational program.

**Responsibilities and Essential Functions:**

1. Distribute, receive, and review applications for the homebound program;
2. Organize, copy, and distribute pertinent information to homebound teachers;
3. Hold appropriate review team meetings at the school level to review and screen applications for homebound and subsequently conduct reevaluations review team meetings;
4. Consult with the designated doctor(s) and other health professionals in regard to relevant health issues of students applying for homebound services;
5. Reach final decision as to the status of student's homebound;
6. Monitor closely the students served with homebound instruction, the length of time served, and the quality of service provided;
7. Work with school authorities to identify the specific educational needs and the physical and learning capabilities of those students approved for homebound;
8. Serve as many as eight students personally with homebound instruction and solicits teachers to conduct homebound instruction on a part-time basis for those students that he/she is not able to serve personally;
9. Meet with each of the assigned student(s) on a regularly scheduled daily basis for the purpose of providing instruction;
10. Acquire personal acquaintanceship with the student's parents or guardians, and work to establish with them an understanding and cooperative relationship based on the student's individual needs;
11. Coordinate with the student's regular teacher(s) in regard to expectations, assessments, progress reports, and/or grades;
12. Keep, maintain, and file such reports as might be necessary, including attendance reports, review team's opinion, case evaluations, etc.;
13. Complete census paperwork for the Special Education Department if student does not attend teacher's school;
14. Coordinate with the Special Education Department regarding the homebound program, including a monthly report;
15. Coordinate with the juvenile court, attendance personnel, school counselors, case workers, DCS, and others regarding the homebound program;
16. Assume responsibility for obtaining textbooks and other teaching materials necessary;
17. Interpret the homebound program to the regular certified staff and to the community at large when needed;
18. Keep informed of current trends, new methods in education, and changes in procedures and policies in regard to the particular needs of homebound instruction;

19. Collect all appropriate contact and mileage sheets from homebound teachers and record information on the computer;
20. Deliver homebound paperwork to correct authorities for payment purposes;
21. Maintain appropriate records;
22. Reflect annually on the homebound program-the strengths, and the areas needing improvement; and
23. Perform other duties as assigned.

**Skills and Abilities Required:**

Skills and Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
6. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Director of Schools or his/her designee

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.