

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Individualized Instruction Teacher Position Description

ASSIGNMENT TITLE: Medical Homebound Teacher / IEP Home-Based Teacher / ISP Special Education Teacher

LOCATION: Various Locations

JOB CATEGORY: Part Time

PAY GRADE: Part Time

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director of Pupil Services, Director of Special Services or Designee

GENERAL DEFINITION AND CONDITIONS OF WORK

The Individualized Instruction Teacher provides direct and/or consultative educational services to assigned students outside of, or in addition to, the traditional school setting in accordance with the student's approved instructional plan, Individualized Education Program (IEP), Individualized Services Plan (ISP), or other division-approved service arrangement. Medical homebound instruction is provided following receipt and approval of the required medical certification completed and signed by the student's licensed physician, physician assistant, nurse practitioner, or clinical psychologist

The teacher works collaboratively with school staff, families, Pupil Services and Special Services personnel, and other appropriate professionals to provide instruction aligned with the student's identified educational needs; monitor and document student progress; maintain required service records; and ensure continuity between the student's instructional program and services provided by Warren County Public Schools.

The specific duties and qualifications of the position vary according to the assignment as a Medical Homebound Teacher, IEP Home-Based Teacher, or ISP Special Education Teacher.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

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

- Provides direct and/or consultative instructional services as authorized by WCPS and consistent with the student's assigned educational plan.

- Reviews relevant instructional materials, student records, educational plans, goals, accommodations, and other information necessary to provide assigned services.
- Collaborates with the student's classroom teacher(s), special education case manager, 504 case manager, school administrator, Special Services staff, and/or other appropriate personnel to coordinate instruction and services.
- Provides instruction using evidence-based practices appropriate to the student's age, grade level, disability-related needs, and assigned curriculum or educational goals.
- Adapts instructional methods and materials as appropriate to meet individual student needs.
- Maintains a learning environment conducive to student engagement, progress, and safety.
- Monitors student performance and progress toward assigned instructional goals, IEP goals, ISP goals, or other identified learning objectives, as applicable.
- Collects and maintains appropriate documentation of services provided, including dates, duration, content or skills addressed, student participation, and progress.
- Completes required progress reports, service logs, timesheets, and other documentation accurately and within established timelines.
- Communicates regularly with appropriate WCPS staff regarding student participation, progress, concerns, missed sessions, or changes that may affect the provision of services.
- Establishes and maintains appropriate professional communication with parents/guardians regarding scheduling, student participation, and progress within the scope of the assigned role.
- Maintains confidentiality of student educational and personally identifiable information.
- Participates in meetings related to the student's educational program when requested or required.
- Uses division-approved technology and instructional resources effectively.
- Travels to students' homes, schools, community locations, private schools, health care facilities, or other approved locations as necessary to provide assigned services.
- Adheres to WCPS policies, procedures, professional standards, and requirements applicable to the specific assignment.
- Performs other duties related to the assignment as directed by the Director of Pupil Services, Director of Special Services, or designee.

ASSIGNMENT-SPECIFIC RESPONSIBILITIES

A. MEDICAL HOMEBOUND TEACHER

When assigned as a Medical Homebound Teacher, the teacher:

- Provides academic instruction to a student who is unable to attend school for a qualifying period because of a documented medical or psychological condition.
- Coordinates with the student's school-based teacher(s) to obtain curriculum, assignments, instructional materials, textbooks, assessments, and other resources necessary to maintain continuity of instruction.
- Provides instruction consistent with the student's current instructional program and, for a student with a disability, the student's IEP as amended or otherwise determined appropriate by the IEP team.

- Communicates student progress, completed assignments, and instructional needs to the student's school-based teacher(s).
- Returns completed work and instructional materials to the student's school as appropriate.
- Maintains accurate records of instructional hours, student attendance/participation, instruction provided, and progress.
- Immediately reports circumstances that interfere with the provision of approved homebound services to the designated school or division administrator.
- Participates in transition planning associated with the student's return to school, as requested.

B. IEP HOME-BASED TEACHER

When assigned as an IEP Home-Based Teacher, the teacher:

- Provides specially designed instruction and other assigned educational services in accordance with the student's IEP.
- Implements the student's IEP goals, accommodations, modifications, supplementary aids and services, and instructional supports applicable to the home-based assignment.
- Provides instruction consistent with the frequency, duration, location, and service requirements documented in the IEP.
- Collects data sufficient to measure the student's progress toward applicable IEP goals and reports progress in accordance with division procedures.
- Collaborates regularly with the student's special education case manager, general education teachers, related service providers, administrator, and other members of the student's educational team.
- Provides information and data requested by the IEP team to assist in evaluating the effectiveness of the home-based services and the student's continuing educational needs.
- Supports implementation of any IEP provisions intended to facilitate the student's participation in school-based instruction, activities, services, or transition back to a less restrictive setting.
- Participates in IEP meetings when requested or when necessary to provide information regarding student performance and progress.

C. ISP SPECIAL EDUCATION TEACHER

When assigned as an ISP Special Education Teacher, the teacher:

- Provides direct and/or consultative academic special education services specifically identified in the student's Individualized Services Plan (ISP).
- Provides only those services authorized through the student's ISP and approved through WCPS's proportionate set-aside program.
- Implements instructional goals, supports, accommodations, or strategies identified in the ISP and applicable to the teacher's assigned services.
- Coordinates with the parent/guardian, ISP Coordinator, private-school personnel, homeschool parent/teacher, and other WCPS personnel as appropriate to facilitate the provision of ISP services.

- Collects and maintains documentation demonstrating the services provided and the student's response to those services.
- Monitors progress related to the specific academic skills, disability-related needs, or goals addressed through the ISP.
- Provides consultation to parents, private-school personnel, or other identified individuals when consultative academic support is specified in the ISP.
- Participates in ISP meetings or reviews when requested and provides information regarding student progress and continuing service needs.
- Immediately communicates to the ISP Coordinator any concerns regarding the ability to provide services as written or circumstances that may require review of the ISP.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of effective instructional practices appropriate to the assigned grade level and/or subject area; ability to individualize instruction based upon student needs; ability to interpret and implement assigned educational plans; knowledge of student progress-monitoring and data-collection practices; ability to establish and maintain an effective instructional environment in nontraditional settings; ability to work independently while maintaining regular communication with supervising and school-based personnel; ability to maintain accurate records and documentation; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships with students, parents/guardians, school personnel, and other professionals; ability to maintain confidentiality; and proficiency with technology necessary to provide instruction, communicate, and document services.

For IEP Home-Based and ISP Special Education assignments: Knowledge of special education instructional practices, specially designed instruction, progress monitoring, and implementation of IEPs or ISPs, as applicable.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire the Virginia license and endorsement appropriate to the specific assignment.

Medical Homebound Teacher: Appropriate Virginia teaching license/endorsement for the instructional assignment.

IEP Home-Based Teacher: Appropriate Virginia teaching license and special education endorsement consistent with the student's instructional needs and division requirements.

ISP Special Education Teacher: Appropriate Virginia special education teaching license/endorsement consistent with the services to be provided through the student's ISP.

SPECIAL REQUIREMENTS

Must be approved by the School Board for the applicable assignment prior to providing compensated services and successfully complete all employment, background, training, payroll, and other requirements established by Warren County Public Schools. Must maintain confidentiality of student, personnel, payroll, and other sensitive information; maintain appropriate professional boundaries; and comply with applicable School Board policies, regulations, procedures, and federal and state requirements. Regular and reliable attendance is required, including adherence to established work schedules, service requirements, processing periods, and deadlines applicable to the position. Must accurately complete and submit required service documentation, time records, and other required records in accordance with established WCPS procedures.

May be required to travel between schools, offices, students' homes, and other approved division-related locations in the performance of assigned duties. Must maintain reliable transportation as necessary to fulfill assigned responsibilities. Employees operating a personal or division-owned vehicle for work-related purposes must possess a valid driver's license and meet all applicable WCPS driver eligibility and authorization requirements.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described herein are representative of those necessary to perform the essential functions of the position. Duties may be performed virtually or in schools, students' homes, health care facilities, community settings, or other WCPS-approved locations. The employee is regularly required to sit, stand, walk, reach, use hands and fingers, and communicate effectively. The position requires sufficient ability to receive and exchange information, access written and electronic materials, observe student performance and surroundings, operate necessary equipment, and occasionally bend, stoop, kneel, or crouch. The employee must be able to lift, carry, push, or pull up to 25 pounds and travel between assigned locations as required. The employee must be able to perform the essential functions of the position with or without reasonable accommodation.

EVALUATION

Performance will be evaluated by the Director of Pupil Services, Director of Special Services or Designee in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.