



Mobile County PUBLIC SCHOOLS

Job Description Title – HOMEBOUND TEACHER (Special Education or General Education)

SUPERVISED BY/REPORTS TO: Principal and/or the Homebound Teacher Resource Teacher or their designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Bachelor's Degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, or degree was completed with a minimum of a 2.0 GPA.
- Valid Alabama teaching certificate in the grade level, subject area(s) assigned.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Ability to be punctual and maintain regular attendance.
- A minimum of three (3) years of satisfactory public school teaching experience.
- Possess and maintain a valid Driver's License. Have reliable transportation and appropriate insurance.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), 504 plans, operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the courses being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Determines individual needs of homebound students, plans and designs lesson plans, and helps implement the IEP and/or 504 Plan that has been designed by the teacher to meet the needs through goals, objectives, and timelines.
2. Employs a variety of instructional techniques consistent with the physical limitations of the location provided and the needs and capabilities of the students.
3. Utilizes technology to plan and provide instruction to facilitate student learning.
4. Models appropriate and innovative use of technology.
5. Establishes and maintains a standard of student behaviors to achieve a functional learning atmosphere within limits of the resources provided.
6. Evaluates the educational program and student progress according to the IEP and/or the 504 Plan. Participates in 504 or IEP meetings. Makes sure that the IEP and/or 504 plan is followed.
7. Works in concert with the school of attendance teacher(s) to keep the student moving forward in his/her classes.
8. Maintains open lines of communication with students and their parents concerning both the academic and behavior progress of students. Exhibits positive human relations skills. Maintains appropriate confidentiality regarding student/school/workplace matters.
9. Establishes objectives and plans learning experiences.
10. Maintains and submits records, reports, and correspondence in a timely and accurate manner as required.
11. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
12. Engages in personal professional growth and demonstrates professional ethics and leadership. Works collaboratively and cooperatively with local school administration, teachers, and paraprofessionals.
13. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
14. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
15. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
16. Mobility is required to traverse to homes of students and various assigned schools of those students.
17. Performs any other job-related duties as assigned by supervisor(s).

FOR SPECIAL EDUCATION HOMEBOUND TEACHERS:

- A. Schedules eligibility/initial Individual Education Program (IEP) meetings as needed.
- B. Maintains special education records/PowerSchool data and reports.
- C. Completes Data Verification Forms as needed.
- D. Monitors and reports data for tracking systems.

- E. Performs such other duties as assigned by the Special Education LEA, Special Education Resource Teachers, or school system administrators.
- F. Implements Behavioral Intervention Plans and Functional Behavior Assessments for all students, both disabled and non-disabled. Assist students by using behavior strategies, positive reinforcements, and social skills in accordance with students' social and behavioral learning goals.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for portions of the day. The teacher may regularly lift and/or move up to 25 pounds and occasionally lifts to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment is usually the home of the student the Homebound Teacher is working with. The conditions there can be that which is generally found in a private home. Some work can take place at designated schools. The employee will be exposed to outdoor weather conditions traveling from home to home. The employee may be exposed to bloodborne pathogens.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Homebound Resource Teacher, or their designee.

TERMS OF EMPLOYMENT

This position is considered an itinerant position. The teacher travels from home to home where the student may be homebound for various periods of time due to their illness or disability. Their disability may also be permanent. The schedule is always subject to change and is made by the Homebound Resource Teacher. Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.