

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Homebound Teacher Position Description

LOCATION: Various Schools

JOB CATEGORY: Part - Time

PAY GRADE: Miscellaneous Scale

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director/Supervisor of Special

GENERAL DEFINITION AND CONDITIONS OF WORK

A teacher of the homebound provides instructional services to eligible students who cannot attend school because of hospitalization, physical/medical impairment or other qualifying circumstances. Responsible for working with representatives of the district and schools to ensure appropriate services are provided to each individual student.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

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

- Delivers instructional services to homebound students and coordinates these services with teachers from the students' school;
- Receives textbooks and other teaching support materials from the home school and delivers these materials to the assigned students;
- Meets with assigned students on a regular basis as assigned;
- Maintains appropriate records dealing with assignments and shares this information with school representatives;
- Develops student progress reports as directed;
- Participates in Individualized Education Planning (IEP) meetings as appropriate;
- Develops a working relationship with students' parents/guardians in assigned area of responsibility;
- Drives to and from district sites, students' homes and other agencies to provide services;
- Implements programs of study;
- Fosters a climate conducive to learning;

- Utilizes instructional management systems models that increase student learning;
- Monitors student progress towards mastery of instructional goals and objectives;
- Communicates effectively within the educational community, and with parents on a regular basis;
- Meets professional responsibilities;
- Demonstrates competency in the knowledge and implementation of technology standards;
- Other duties as assigned by Director.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of subject(s) taught; thorough knowledge of elementary, secondary or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board. Candidates must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, staff, administrators, and parents. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in home or medical settings. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION

The Director/Supervisor of Special Services will be evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.