PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE: Homebound Teacher  WAGE/HOUR STATUS: Exempt
REPORTS TO: Director of Special Education  PAY GRADE: 820 /830
DEPT./SCHOOL: Itinerant Special Education  DATE REVISED: 1/12/12

PRIMARY PURPOSE:
Provide instruction for students receiving homebound / hospital services as outlined in the General Education Homebound Services Plan and/or Individualized Education Program for students receiving special education services.

QUALIFICATIONS:

Education / Certification:
Bachelor’s degree / certification in Special Education

| All pre-K and elementary teachers being hired into the district as of February 5, 2014 must be ESL certified.
| *For this purpose, pre-K and elementary teachers includes all pre-K through 5th grade teachers, including general education, special education, art, music, physical education, and Head Start teachers, instructional specialists, and librarians.

Special Knowledge / Skills:
Broad knowledge of general curriculum and special education services

Experience:
Previous classroom experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1).

Provide campuses with guidelines / procedures for homebound services.

Facilitate a seamless transition between home and school services.

Implement recommended services / curriculum as outlined in the IEP.

Organize and plan instruction for designated curricula area(s).

Assist in the selection of books, equipment, and other instructional materials.
Present a positive role model for a student that supports the mission of the school district.

Communicate effectively with campus staff regarding student performance / progress.

Collaborate with classroom teacher to ensure successful implementation of home services.

Collaborate with related services staff to implement integrated IEP as appropriate.

Consistently assess student achievement through formal and/or informal testing.

Manage student behavior in the home and administer discipline according to Board policies, administrative regulations, and IEP.

Provide or supervise personal care, medical care and/or feeding of students as stated in the IEP.

Establish and maintain open lines of communication with students and their parents.

Work with student records to accurately reflect absences.

Use acceptable communication skills to present information accurately and clearly.

Exhibit professional judgment and responsibility at all times.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands / Environmental Factors:

Frequent district wide travel. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds. May be required to lift and position students; control behavior through physical restraint; assist non-ambulatory students.
ACKNOWLEDGEMENT:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By:  W. Noel McBee, Compensation Coordinator  Date:  1-12-12

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature:  ___________________________  Date:  ___________________________