**JOB DESCRIPTION FOR: Teacher of the Homebound**

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REPORTS TO: Assistant Superintendent for Student Learning and/or His/Her Designee

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To insure that every homebound child in the district capable of benefiting from instruction be provided with an on-going educational program.

DUTIES:

 1. Works with members of the special services and pupil personnel teams to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.

 2. Devises, with the advice of curriculum specialists, an instructional program for each assigned student receiving homebound instruction on a permanent basis.

 3. Devises, with the advice of the student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.

 4. Meets with each assigned student on a regularly-scheduled daily basis for the purpose of providing instruction.

 5. Acquires personal acquaintanceship with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.

 6. Files written progress reports on each assigned student with the student's parents or guardians, and in the case of students temporarily assigned, with their regular teacher or teachers.

 7. Keeps, maintains, and files such reports and records as the special services director may require, including attendance reports, case evaluation, and the like.

 8. Assumes responsibility for obtaining textbooks and other teaching materials necessary through the procedures established.

9. Interprets the program for the homebound to the regular district staff and to the community at large as required.

10. Keeps informed in a systematic way of trends and new methods in education, remaining always alert to possibilities inherent in such information for adaptation to the particular need of homebound instruction.

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**JOB DESCRIPTION FOR: Teacher of the Homebound (Continued)**

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11. Other duties as assigned by the immediate supervisor.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION December 10, 1984

REVIEWED AND RE-ADOPTED: February 5, 1990

REVIEWED, REVISED AND RE-ADOPTED: December 19, 2016

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