**Homebound Instructor**

Reports to – Director of Pupil Personnel

To instruct students who cannot attend school on a regular basis due to physical, emotional, or mental conditions which prevent or renders inadvisable attendance.

**PERFORMANCE RESPONSIBILITIES**

1. Devises, with the advice of the student’s classroom teacher, an instructional program for each student receiving homebound instruction.
2. Meets with each student on a regularly scheduled basis for the purpose of providing instruction. One hour twice every 5 days minimum.
3. Acquires a good rapport with the student’s parents/guardians and works to establish with them an understanding and cooperative relationship based on the student’s individual needs.
4. Writes an educational plan for each pupil, according to their regular teachers’ requirements, which is updated periodically for pupils.
5. Works with each student’s regular teachers to correlate homebound studies with those of the classroom.
6. Administers tests and conferences with regular teacher to determine grades, and gives report cards as designated.
7. Keeps and files grades and attendance of students receiving homebound instruction.
8. Assumes responsibility for obtaining textbooks and other teaching materials necessary for instruction.
9. Keeps informed of trends and new methods in education, remaining alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.
10. Adheres to the professional code of ethics as established by Education Professional Standards Board.
11. Performs other duties as assigned by Director of Pupil Personnel

**PHYSICAL DEMANDS**

Must be able to handle stressful situations with tact and diplomacy. Must be able to travel daily to all areas of the county. Must be able to work in all home settings.

**MINIMUM QUALIFICATIONS**

1. Approved Certification with State of Kentucky
2. Experience and preparation required by the Board

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: May 22, 2018

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee