


**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon, Superintendent  
Dr. Adrienne Usher, Assistant Superintendent

**FROM:** Althea Hurt, HR Director 

**DATE:** August 6, 2024

**RE:** Item for the August Board Meeting - Updated Home/Hospital Teacher Job Description

Attached is the updated job description for the Home Hospital Teacher position. The update was necessary because the previous description was included with the Home/Hospital Coordinator position, which has supervisory responsibilities.

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



## **BULLITT COUNTY PUBLIC SCHOOLS**

**POSITION:** **HOME/HOSPITAL TEACHER**

**POSITION SUMMARY:** Serves as a teacher for home/hospital students

**QUALIFICATIONS:** Teacher certification

**REPORTS TO:** Director of Pupil Personnel

**SUPERVISES:** Homebound students

### **PERFORMANCE RESPONSIBILITIES:**

1. Receives home/hospital applications.
2. Attends the Home/hospital Application Review Committee.
3. Communicates the home/hospital instruction process to school personnel, students and parents/legal guardians.
4. Collaborates with the District Health Services Coordinator in investigating/confirming medical information provided on the home/hospital application.
5. Represents the Home/Hospital Program in ARC and 504 meetings.
6. Provides input (when applicable) in the development of Individual Education Plans, regarding exceptional students enrolled in the Home/Hospital Program.
7. Implements and monitors IEP goals of exceptional students enrolled in the Home/Hospital Program.
8. Meets with immediate supervisor regularly to keep him/her updated on issues concerning the Home/Hospital Program.
9. Coordinates CATS testing for students receiving home/hospital instruction.

Teacher

**BULLITT COUNTY PUBLIC SCHOOLS**

**POSITION:** HOME/HOSPITAL TEACHER/~~COORDINATOR~~

**POSITION SUMMARY:** Serves as a teacher for home/hospital students

**QUALIFICATIONS:** Teacher certification

**REPORTS TO:** Director of Pupil Personnel

**SUPERVISES:** Homebound students

**PERFORMANCE RESPONSIBILITIES:**

1. <sup>Reviews</sup> ~~Receives and processes~~ home/hospital applications.
2. <sup>Attends</sup> ~~Chairs~~ the Home/hospital Application Review Committee.
3. Communicates the home/hospital instruction process to school personnel, students and parents/legal guardians.
4. Collaborates with the District Health Services Coordinator in investigating/confirming medical information provided on the home/hospital application.
5. ~~Works with immediate supervisor to secure substitute home/hospital teachers.~~
6. ~~Assigns homebound students to substitute home/hospital teachers.~~
7. ~~Trains and monitors substitute home/hospital teachers in the home/hospital instruction process.~~
8. ~~Disseminates and collects required forms and information of substitute home/hospital teachers.~~
9. ~~Collects and reviews time cards and travel invoices of substitute home/hospital teachers, submitting them to his/her immediate supervisor for final review.~~
10. Represents the Home/Hospital Program in ARC and 504 meetings.
11. Provides input (when applicable) in the development of Individual Education Plans, regarding exceptional students enrolled in the Home/Hospital Program.

12. Implements and monitors IEP goals of exceptional students enrolled in the Home/Hospital Program.
13. Meets with immediate supervisor regularly to keep him/her updated on issues concerning the Home/Hospital Program.
14. Coordinates CATS testing for students receiving home/hospital instruction.
15. ~~Updates and aligns Bullitt County Home/Hospital Guidelines and forms with KDE regulations.~~
16. ~~Completes and submits a Home Hospital Attendance Report to the KDE.~~
17. Plans, prepares and provides at least two hours of instruction per week for up to ~~six students~~. *12 students*
18. Develops <sup>maintain</sup> and submits a weekly schedule.
19. Available to receive and respond to questions from school personnel, students, parents/legal guardians and the medical community concerning the Home/Hospital Program.
20. Organizes and maintains student records and files for the Home/Hospital Program.
21. ~~Develops and submits a yearly budget for the Home/Hospital Program.~~
22. Performs any other duties as designated by the Director of Pupil Personnel/Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Approved by \_\_\_\_\_ DATE \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ DATE \_\_\_\_\_