



<b>Title:</b>	Homebound/Hospital Teacher
<b>Reports to:</b>	Assistant Superintendent of Curriculum and Instruction
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	NC State Salary Schedule

### **GENERAL STATEMENT OF JOB**

Under general supervision, provides regular education services to students in accordance with local, state, and federal regulations. Educational services are provided to students who are on Home/Hospital because of medical or psychiatric impairments that prevent regular school attendance. Work involves assisting students to complete the standard course of study curriculum. Educational services are provided in hospitals, students' homes or in community settings, such as libraries. Services include direct instruction to students, consultation with teachers at the students' assigned schools, and administration of standardized state tests. Reports to assigned Assistant Superintendent for Curriculum and Instruction.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Provides regular education instruction to homebound students.

Pick-up and deliver homebound assignments to students when electronic assignments are not utilized.

Consults with school personnel at the students' assigned schools for the sole purpose of coordinating class assignments.

Collaborates with school personnel at the assigned schools to appropriately evaluate homebound students' work completion.

Email teachers/administrators when homebound or graded assignments are not provided by the teacher in a timely manner.

Administers state-standardized tests to students who are homebound at the time of the testing.

Maintains student confidentiality.

Communicate with students, parents, and others to foster positive relationships.

Attain required materials to instruct the students including textbooks, assignments, and supplemental materials on a weekly basis while submitting completed assignments on the same weekly basis.

Utilize technology to communicate with students, teachers and school personnel

Use a variety of teaching methods to address student learning styles to implement instructional activities for maximum effectiveness.

Maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.

Maintain regular communication with The Office of the Assistant Superintendent of Curriculum and Instruction regarding the student's progress and barriers too.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as assigned by Assistant Superintendent of Curriculum and Instruction.

Attends district professional development as it occurs.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree and certification/highly qualified status in special education and/or regular education, with 3 to 5 years of successful experience as a teacher.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

### **HOMEBOUND/HOSPITAL TEACHER**

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to constantly monitor the safety and well being of students, particularly when student is participating in an inclusive activity.

Ability to motivate students.

Ability to maintain a clean and orderly environment.

Ability to perform general clerical duties.

Ability to operate common office machines.

Ability to maintain basic files and records.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitates by work assignments.

### **SPECIAL REQUIREMENTS**

Must possess a valid North Carolina driver's license.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.