
HOMEBOUND TEACHER

Job Description and Expectations

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JOB DESCRIPTION & EXPECTATIONS

As a homebound teacher, you are expected to serve as a liaison between a homebound student and his or her classroom teachers. By so doing, you are responsible for the following:

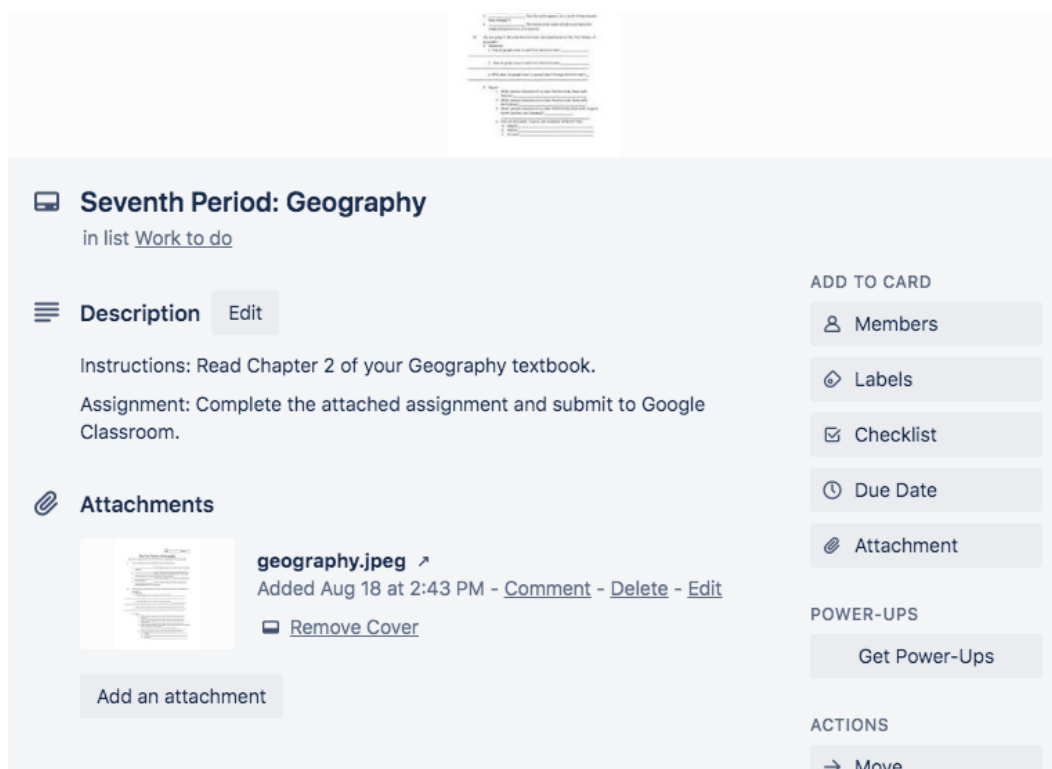
- Ensuring all instructional materials and assignments are available on Trello by **4:30pm on the previous Friday**.
- Ensuring classroom teachers receive the homebound student's assignments by **4:30pm on Friday**.
- Meeting with the homebound student for the district required number of hours per week.
- Coordinating a weekly schedule with the homebound student's parents that meets the district policy and adhering to the schedule.
- Complying with the District Code of Conduct found in the Employee Handbook.
- Providing tutoring and instructional assistance when needed.
- Communicating any concerns to the Curriculum Department immediately.
 - Concern for personal safety
 - A student misses three consecutive pre-scheduled appointments
 - The classroom teacher has not posted an assignment to Trello by the agreed upon date.
 - The classroom teacher is not complying with the homebound students 504 accommodations.
- Submitting Timecard to the Curriculum Department weekly.
- Adhering to the student's IEP, ELL, and/or 504 accommodations

Any failure to meet any one of these responsibilities may result in immediate termination.

CLASSROOM TEACHER RESPONSIBILITIES

Classroom teachers with homebound students use Trello to post weekly assignments and instructional materials. Classroom teachers are expected to complete the following tasks on a weekly basis:

Friday: Post the following week's modified instructional materials and assignments to Trello.



Instructional materials and assignment instructions should be clearly stated in the description. Assignment and instructional materials should be attached to each ticket.

Wednesday: Teachers are expected to check Trello after **4:30pm on Wednesday** to see if the student has posted any questions to the ticket. All questions should be answered by **4:30pm on Thursday**.

The classroom teacher is expected to comply with the student's accommodations, and the teacher is expected to provide an equitable education, meaning that the homebound student should be provided the appropriate instructional materials to aid the student's learning outside of a normal classroom setting.

STUDENT RESPONSIBILITIES

Homebound students use Trello to view modified instructional material and assignments for each class he or she is enrolled. Students are expected to complete all assignments by **Friday at 4:30pm**. Furthermore, students are required to attend the agreed upon number of tutoring hours with the homebound teacher. This tutoring time should be reserved for examinations and academic concerns about the classes for which the student is enrolled.

When a student is working on an assignment in Trello, the assignment should be shifted to the column labeled: **Work in Progress**.

Work in progress

First Period: Biology

Aug 23

1

3/4

Third Period: English I

Aug 23

1

2/3

+ Add another card

Work completed

Name : _____

Score : _____

Teacher : _____

Date : _____

Simplifying Algebraic Expressions

1) $-5q + 7 - 2 + 4q$

6) $3(5g - 7) - 8$

2) $2b - 3b + 9 + 5$

7) $-2(3 - 6)$

3) $-3(5b + 4)$

8) $3q - 5 - 8q - 2$

4) $9(3t + 3) - 7$

9) $6(-7 + 5y) - 9y$

5) $3 - 9h - 2 + 7h$

10) $-8(7y + 8)$

Math-Add.com

Second Period: Algebra

Aug 23

1

3/3

Sixth Period: Health

When a student completes an assignment, the assignment should be uploaded to the card and placed in the column labeled: **Work Completed**.

If a student has a question for a classroom teacher, he or she is expected to add the question to the ticket and move the ticket to the column labeled: **Work on hold by 4:00pm on Wednesday**.

Work on hold

Fourth Period: Art

2/2

+ Add another card