



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

HOMEBOUND INSTRUCTOR

QUALIFICATIONS:

1. Holds a Bachelor's Degree
2. Possesses valid New Jersey Teaching Certificate, Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
3. Demonstrates skill in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or Director of Special Services

JOB GOAL: To ensure that homebound children in the district are provided with an on-going educational program.

PERFORMANCE DUTIES:

1. Instruction
 - a. Works with the building principal or Director, the pupil's teacher(s) and members of the Special Services Department to assess the educational needs and the physical and learning capabilities of those students requiring home instruction.
 - b. Meets with each assigned student on a regularly-scheduled basis for the purpose of providing instruction.
 - c. Assumes responsibility for obtaining textbooks and other teaching materials necessary for homebound instruction through the procedures established.

- d. Assesses, on an on-going basis, student strengths and weaknesses, and provides appropriate activities to address student needs.

2. Student Management

- a. Facilitates a positive and orderly environment for learning for the homebound student.
- b. 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.
- c. Keeps, maintains, and files such reports and records as may be required, including attendance reports, case evaluation, and the like.

3. Instructional Planning

- a. Coordinates, with the advice of student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
- b. Coordinates with the advice of curriculum specialists or appropriate members of the Child Study Team, an instructional program or IEP for each assigned student receiving homebound instruction on a temporary or permanent basis.
- c. Coordinates with the pupil's teacher(s) and with the guidance department personnel the on-going evaluation of the pupil including providing grades when appropriate.

4. Professional Development

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

5. School/Community Relations

- a. Works cooperatively with the parents/guardians of homebound students to implement the child's instructional program.
- b. Works cooperatively with the regular classroom teacher of students having homebound instruction on a temporary basis.
- c. Works cooperatively with the Child Study Team and other personnel of the Special Services Department for students receiving homebound instruction.
- d. Properly completes all homebound packet materials.

TERMS OF EMPLOYMENT: On an on-call basis. Stipend established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Educational Association.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: March 22, 1995