

## **Homebound Instructor**

Qualifications: Bachelor's Degree

Rate of Pay: commensurate with current salary schedule

Responsible for providing one-on-one instruction to meet the needs of students who qualify for homebound services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### DESCRIPTION OF JOB TASKS

1. Implement: a. Course content, format, structure, and schedule. b. Individualized programs of instruction for students. c. Classroom materials and curriculum. d. Lesson plans and learning activities.
2. Contact the school's point of contact to discuss the educational needs of the student and establish a schedule to pick up and return curriculum. Contact parents to arrange instruction time.
3. Instruct students on various subjects in one-on-one situations.
4. Administer, edit, proofread, and grade students' assignments and assessments. Submit grades.
5. Create an environment which maximizes instructional opportunity, supervise the behavior and well-being of students in all educational settings, and administer discipline when appropriate.
6. Design assessment tasks that allow students to demonstrate understanding in a variety of ways and use the data to give meaningful feedback and modify instruction.
7. Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students.
8. Communicate students' progress, needs, and eligibility with parents and other staff as needed.
9. Collaborate: a. With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes. b. With colleagues in team and building-based meetings and discussions.
10. Demonstrate a commitment to: a. Including and engaging families in the student's education. b. Support all Lancaster School District policies, procedures, and expectations. c. Providing personal and professional excellence.

11. Participate in: a. Department, team, building, and district meetings and discussions. b. Student and/or family conferences and other meetings. c. Social, cultural, interscholastic, and extracurricular activities. d. Professional growth opportunities.

12. Attend work and arrive in a timely manner.

13. Perform other duties as assigned.