

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Homebound Teachers

Department: Instruction

D.P.Y.

Date Reviewed: May 2018

Reports To: Director of Student Services and
Student Services Manager

Purpose of Job

To help students while they are unable to attend school in a regular school setting due to physical or mental illnesses. The teacher will teach the subject matter and skills that will contribute to the students' development as mature, able, and responsible men and women.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Meets and instructs assigned classes in the locations and at the times designated usually in the home or in Student Services Department

With the guidance of the regular classroom teacher(s), plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students so as to keep the student up to par with the regular classroom setting as much as possible

Creates a classroom environment in the alternate setting that is conducive to learning and appropriate to the maturity and interests of the students.

Prepares for students assigned to the caseload and shows written evidence of preparation.

Establishes clear expectations regarding the student's work. The expectations are communicated to students and parents

Supports the program of study used by the classroom teacher(s).

Serves as a model for the district's mission, vision and goals.

Assesses the progress of students on a regular basis and provides progress reports as required to the home school and to the parents.

Recognizes potential learning disabilities of students and seeks the assistance of qualified personnel.

Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. Maintains accurate, complete, and correct records as required by law, district policy,

and administrative regulation. Keeps all correspondence regarding a homebound student organized in a folder for that student per department policy. This includes but is not limited to all grades, Request for Assignment forms from school, assignments sheets, emails, documentation log with phone calls, homebound form, IEP (if applicable), etc.

Turns 9 week grades, grades in progress, and exam grades in to the regular school in the time frame set forth by the supervisor(s).

Follows all procedures and guidelines as set forth by the Tennessee Department of Education and the local school district in regards to standardized testing and any other testing.

Follows IEP and 504 Accommodations for students as set forth by their individual plans.

Assists the administration in implementing all policies and rules governing student life and conduct. Follows rules and guidelines of the homebound program as set forth in Student Services homebound policies and procedures.

Attends and participates in staff meetings and serves on staff committees within the Student Services Department

Analyzes and uses appropriate data to guide instruction and develop assessments when necessary.

Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.

Maintains professional competence through in-service education activities.

Assists in budget preparation and in the selection of books, instructional supplies, materials and Equipment as needed

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A Bachelor's degree from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.
- Successful student teaching experience if applicable.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION:

Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date