Job Title: Homebound teacher/CEHI teacher (Compensatory Education Home Instruction)

Reports to: Director of Special Education

Dept./School: Special Education/General Education

Primary Purpose:

- Provide general/special education consultation and direct instruction to meet the needs of students eligible for homebound/CEHI services
- Manage homebound referrals and facilitate communication between medical providers and the school
- Manage students during the period of homebound/CEHI placement
- Enforce education in the Least Restrictive Environment

Qualifications:

Education/Certification:
Bachelor’s degree
Valid Texas teaching certificate with required endorsements
English as a Second Language Certification preferred
Gifted and Talented Certification preferred

Special Knowledge/Skills:
Knowledge of core areas of instruction
Knowledge of special needs of students
Knowledge of ARD/IEP goal setting process and implementation
Ability to instruct students
Excellent management and communication skills
 Ability to use modifications/accommodations as stated in plans (ARD, 504, general education homebound committee placement)
Ability to work with students in crisis situations (acute or catastrophic illness or injury)
Ability to maintain confidentiality
Skill in working with students who are medically fragile
Knowledge of ESPED for goals/objective setting and updates

Major Responsibilities and Duties:

Assessment:
1. Receive referral/information for potential student
2. Obtain consent for release of information
3. Contact medical professional to discuss LRE options for service and provide HBNA or Prenatal Assessment forms to doctor
4. Provide consultation to other members of the ARD committee, general education homebound committee, or 504 committee about LRE options and accommodations
5. Attend ARD, 504, CEHI, or general education meeting

6. Carry out responsibilities for test administrators for statewide assessments—meeting guideline for time required for homebound students. (See Student Attendance Accounting Handbook)

**Instructional Strategies:**

1. Collaborate with students, parents, and other staff members to develop appropriate IEP and plans for homebound placement

2. Participate in ARD, CEHI, GEH meetings

3. Pick up and deliver student assignments

4. Implement instructional activities provided by student’s teacher of record, including any modifications/accommodations designed in the homebound instructional plan

5. Provide effective instruction that is clear, compelling, and engaging, while considering learning style of the student

6. Manage materials and equipment effectively

7. Use appropriate student behavior management techniques

**Student growth and development:**

1. Monitor student performance to improve student success

2. Be a positive role model for students

3. Provide positive and successful opportunities for student to develop positive self esteem

4. Coordinate the school work of the regular class and the homebound/CEHI service so that the student will be able to return to school with the least possible adjustments

5. Help students analyze and improve study methods and habits

**Program management and organization:**

1. Complete reports and paperwork in a timely manner

2. Manage materials and equipment effectively

3. Take all necessary and reasonable precautions to protect student, equipment, and materials

4. Use appropriate technology in instructional delivery

5. Use appropriate student behavior management techniques in accordance with the student code of conduct and student handbook
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6. Consult resources for methods or sources to aid in educating student

7. Assist in utilization of books, equipment, and other instructional materials


9. Follow all procedures and policies in compliance with the Student Attendance Accounting Handbook

Communication:

1. Maintain a professional relationship with colleagues, students, parents, and community members

2. Contact student’s teacher regularly to secure assignments and any special information needed to provide adequate instruction

3. Communicate effectively, accurately, and clearly, both orally and in writing, with other professionals

4. Collaborate with student, parents, school staff, and other appropriate persons to assist in meeting students’ needs

5. Serve as liaison between the school and home for delivery of instructional services

6. Work with families and campus staff to ensure smooth transition of student back to regular school setting

Professional growth and development:

1. Attend inservice/seminars for professional development related to job assignment

2. Keep informed of and comply with federal, state, district, and school regulations and policies for teachers

3. Compile, maintain, and file all physical and computerized reports, records, and other documents required

4. Perform other duties as assigned

Working conditions:

1. Travel within district to homes and campuses

2. Carry books and materials

3. Manage flexible schedule

4. Maintain emotional control in all situations
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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by ___________________________ Date ___________________________

Reviewed by ___________________________ Date ___________________________