



JOB DESCRIPTION

Job Title	Homebound Instructor
Department	Teaching and Learning
Reports To	Director of Student Services
Classification	Certified
Location	
Salary	On Schedule
Length of Contract	Time Carded

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Homebound Instructor will provide instruction to students with an Individual Education Plan, (IEP), who are unable to receive a free appropriate public education in a less restrictive setting. The instructor can also provide instruction to non-IEP students on a case by case basis. The instructor is responsible for instructions, assessment, and grading of the student’s work. The instructor will coordinate communication between home and school for the student.

Essential Job Functions

- Plans appropriate lessons and evaluates the student’s progress.
- Delivers lessons and instruction and monitors completion.
- Communicates with the Homebound Program Coordinator, school building staff, and the student’s family on a regular basis.
- Documents lessons taught and student grades and progress.
- Supports the student’s transition back to school as needed.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in related field.
- Wisconsin Teaching Certificate.
- Reliable transportation to travel to student’s home or a designated location.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- One or more years of classroom teaching experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Outstanding verbal communication skills.
- Ability to read, interpret, and follow directives for pre-programmed software.
- Troubleshooting skills.
- Ability to work a flexible schedule including weekends and after school.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.