



JOB DESCRIPTION

Job Title	Homebound Tutor
Department	Teaching and Learning
Reports To	Director of Student Services
Classification	Classified
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 Tutor will provide academic support to students who need to miss school temporarily due to various circumstances. Homebound tutors work with the school, student, and the student’s family to coordinate and provide academic support on a weekly basis.

Essential Job Functions

- Supports the student in completing his or her work.
- Maintains the relationship between the school and the student and family.
- Monitors student work and collects work for the student as well as returns work to the school.
- Communicates with the Homebound Program Coordinator, school building staff, and the student’s family on a regular basis.
- Documents activities completed during each session.
- 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.

- High school diploma or GED.
- Current ESSA certification or the ability to become certified.
- 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.

- Current ECASD employee.

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.