

**Richland Parish School Board  
Job Description**

**TITLE:** Homebound Special Education Teacher

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** College degree; Louisiana Teaching Certificate in the field of instruction; five years of experience in the field of Special Education; possess a valid driver's license

**REPORTS TO:** Supervisor of Special Education

**JOB GOAL:** To lead and supervise homebound students toward realizing their intellectual, emotional, and psychological potential and to perform tasks which may be necessary for the efficient operation of the school.

**TERMS OF EMPLOYMENT:** 9 Month

**EVALUATION:** Educator Evaluation annually pursuant to BESE *Bulletin 130*

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Provide special education consultation and direct instruction to meet the needs of students eligible for homebound.
2. Assume responsibility for growth in student learning in the assigned area of instruction.
  - a. Ensure that student growth is continuous and appropriate for assigned students.
  - b. Develop and meet two yearly student learning targets which positively affect student achievement through job responsibilities.
3. Manage homebound referrals and facilitate communication between medical providers and the school.
4. Manage students during the period of homebound placement.
5. Enforce education in the Least Restrictive Environment.
6. Use modifications/accommodations as stated in plans.
7. Receive referral/information for potential homebound students.
8. Collaborate with students, parents, and other staff members to develop appropriate IEP and plans for homebound placement.
9. Implement instructional activities provided by the student's teacher of record, including any modifications/accommodations designed in the homebound instructional plan.
10. Provide effective instruction that is clear, compelling, and engaging, while considering the learning style of the student.
11. Complete reports and paperwork in a timely manner.
12. Take all necessary and reasonable precautions to protect students, equipment, and materials.
13. Contact and document the students' teachers regularly to secure assignments and any special information needed to provide adequate instruction.
14. Collaborate with student, parents, school staff, and other appropriate persons to assist in meeting students' needs.

15. Serve as liaison between the school and home for delivery of instructional services.
16. Work with families and campus staff to ensure a smooth transition of students back to regular school.
17. Use appropriate technology in instructional delivery.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice, at minimum 24 hour notice whenever possible, of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both*

*incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_