

••• **A.E.R.O. SPECIAL EDUCATION COOPERATIVE** •••

5400 W. 77th Street • Burbank, IL 60459

(708) 496-3330

JOB DESCRIPTION: Homebound Teacher

- The Homebound Teacher will provide academic support to students who need to miss school temporarily or long term due to various circumstances. Homebound teachers work with the school, student, and the student's family to coordinate and provide academic support on a weekly basis.
- Age Range from Early Childhood to age 22

QUALIFICATIONS:

- Hold a registered, valid Illinois LBSI / Professional Educator License.
- ISBE approval requirements to teach Early Childhood Special Education where required..

REPORTS TO:

- A.E.R.O. Program Supervisor and/or Assistant Director of Programs and Services

The essential functions of this position include, but are not limited to the responsibilities and functions specified herein.

GENERAL RESPONSIBILITIES:

1. Assume responsibility for continued professional growth, to achieve and maintain high standards of professional competence.
2. Assume other duties and responsibilities as assigned by the program supervisor and/or case manager.
3. Support and act in accordance with all A.E.R.O. Governing Board goals, objectives and policies, The School Code of Illinois, and other federal and state laws.
4. Communicate using current disability-related terminology and Illinois School Code mandated terms and definitions.
5. Assume appropriate roles as adult model and educator.
6. Demonstrate knowledge of students' needs, including but not limited to: educational, medical, physical, sensory, speech/language, social/emotional, recreational, vocational, etc. as established by a multidisciplinary team and implement(s) as needed.

7. Maintain strict confidentiality regarding all matters pertaining to students and personnel.
8. Demonstrate effective organizational skills, time management, and flexibility in order to meet students' needs.
9. Regular and prompt work attendance based on an agreed upon schedule.

PERFORMANCE RESPONSIBILITIES:

- A. Gather appropriate materials and assignments through designated building contacts. The homebound teacher may design a temporary or long term curriculum for student(s) who are unable to continue normal classroom assignments due to health-related limitations.
- B. Implements IEP with parents to address the time period that student(s) will be in the homebound program.
- C. Makes contact with the parents of student(s) to determine the most appropriate time and location for the program.
- D. Present material in a meaningful manner using correcting, reteaching, or other appropriate methods.
- E. Proctor examinations using directions provided by the Program Administrator (as needed).
- F. Work with the educational team to develop techniques that will enhance programs delivered at home.
- G. Return finished work and tests to the Program Administrator for correction and recording of grades (as needed).
- H. Participate in progress update meetings with parents and educational team(s).
- I. Complete homebound district documentation in a timely manner.
- J. Other duties as assigned by Program Administrator/Assistant Director or Programs and Services or designated case manager.

Essential Functions of the Job

1. Determines individual needs of homebound students, plans and designs lesson plans, and helps implement the IEP and/or 504 Plan that has been designed by the teacher to meet the needs through goals, objectives, and timelines.
2. Employs a variety of instructional techniques consistent with the physical limitations of the location provided and the needs and capabilities of the student(s).
3. Utilizes technology to plan and provide instruction to facilitate student learning.

4. Models appropriate and innovative use of technology.
5. Establishes and maintains a standard of student behaviors to achieve a functional learning atmosphere within the limits of the resources provided.
6. Evaluate the educational program and student progress according to the IEP and/or the 504 Plan. Participates in 504 or IEP meetings. Make sure that the IEP and/or 504 plan is followed.
7. Maintains open lines of communication with student(s) and their parents concerning both the academic and behavioral progress of students. Exhibits positive human relations skills.
8. Maintains appropriate confidentiality regarding student/school/workplace/home matters.
9. Establishes objectives and plans learning experiences.
10. Maintains and submits records, reports, and correspondence in a timely and accurate manner as required.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
12. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
13. Mobility is required to traverse to homes of students.