



## Community Unit School District 300 Job Description

Position Title: Homebound Tutor	
Position Code: NA	Employee Group: Hourly
Date of preparation: June 2019	Revision Date: July 2025

### Job Purpose:

Homebound instruction is provided to any student who is eligible for services due to being unable to attend school because of a medical or psychiatric diagnosis. Homebound tutors assist students to complete the standard course of study curriculum, and to complete IEP goals. These services are provided in the home or in community settings, such as libraries or other agreed upon locations. The nature of this position requires dependability, an ability to maintain confidential information, and the demonstration of ethical, professional conduct at all times.

### Qualifications:

- Illinois Certified Teaching Licensure, District Substitute or Para Professional holding Illinois Substitute Teaching Licensure.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic, social, and emotional progress.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce District and School Policies and Procedures.
- Ability to work with students who may suffer from acute or catastrophic illness or injury.
- Ability to provide learning experiences in a variety of settings.
- Knowledge of learning styles and skill in using varied teaching methods to address student-learning styles.
- Skill in oral and written communication with students, parents, teachers and others.

### Essential Job Duties:

- Implement instructional activities provided by student's teacher, including any modifications/accommodations designed in the homebound instructional plan.
- Coordinate the schoolwork of the regular class and the homebound services.
- Assist in utilization of books, materials, chrome book, and other instructional technology.
- Administration of assessments and standardized tests in a variety of methods.
- Tutors will document any tutor/parent conversation regarding student's course work or concerns and share with education services administrator.
- Tutors **will not** participate in parent/teacher meetings or IEP meetings while acting as a tutor.
- Tutor will only tutor assignments as provided by the classroom teacher(s.)
- Tutors will pick up and drop off assessments and standardized tests at student's school (parents are responsible for pick up and drop off day-to-day work).
- Assignments will be graded by the classroom teacher(s).
- Tutoring not to exceed 5 hours in a one-week period without prior approval.
- Complete reports, and paperwork according to payroll schedule due every 2 weeks. Timely submission is required.
- Tutor and parent arrange tutoring schedule only on student attendance days.
- Maintain a professional relationship with colleagues, students and parents. An adult age 21 or over must be present at all times.