



FLINT COMMUNITY SCHOOLS

*Expect **More.** Achieve **More.***

Employee Job Description

Job Title: Homebound / Homebased Teacher

Job Summary:

Flint Community Schools, an urban public school system with campuses throughout the City of Flint, Michigan, has a long and rich tradition of community education. Flint Community Schools provide a range of academic, extended services and extracurricular activities at the elementary and secondary levels to meet the needs of our students and their families.

The Teacher for Homebound/ Homebased will be responsible for hospitalized and disciplinary removals, coordinating and providing appropriate instructional services to students who cannot attend school because of hospitalization or medical restriction, as well as coordinating and providing FAPE to students not in attendance or in Interim Alternative Educational Settings due to persistent disciplinary removals.

Essential Functions:

1. Provide and coordinate virtual, in-home, or alternative setting instruction according to the students' needs.
2. Provide student, parents, and/or other caregivers with materials and support to help guide student instruction.
3. Serve as a liaison between the student and the student's teacher(s) of record.
4. Maintain attendance records, FAPE records, and IEP compliance for students assigned to caseload.
5. Work collaboratively with the District Data Specialist and LSS Data Compliance Technician to ensure accurate reporting of Homebound/Hospitalized and IAES student FTEs.
6. Review documentation leading to lengthy disciplinary removals for completeness and accuracy.
7. Respond timely and proactively to circumstances that trigger the district's Child Find obligations, or the district's obligations to revise/amend student Behavior Intervention Plans or IEPs.
8. Coordinate and provide compensatory education to assigned students.
9. Other duties as assigned.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

Education: Bachelor's degree required. Valid Michigan teacher's certificate required with at least one endorsement in special education required. Three or more years of successful special education teaching experience preferred. Eligible for full approval as a teacher consultant preferred.

Skills: Excellent communication skills, outstanding instructional skills, and the patience necessary to work cooperatively with parents, staff, and students across a range of grade levels, ability levels, and settings.

Homebound Teacher

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Excellent understanding of the IEP process and demonstrated proficiency in IEP writing and case management.

Excellent understanding of Special Education Law and compliance strongly preferred.

Other Requirements:

Residence within a 60-mile radius of the borders of the District is required; residence within the City of Flint is preferred. Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Special Job Considerations

Certification: Required Not Required Desirable

Type of Certification: Administrative Teacher Other

Bargaining Unit Position: Yes No

Salary Schedule: Teachers Salary Schedule, 183 Days

Reports To: Director of Learning Support Services and LSS Supervisors

Supervision: N/A

Physical Demands: Sedentary Work (see U.S. Department of Labor Guidelines)

Date: 6-5-24,

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs
923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1218

Translation services are available upon request, please call 760-1259

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف-760-1259

Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

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