



## Homebound Teacher / MET Team Coordinator

### **QUALIFICATIONS:**

1. Bachelors from an accredited college or university in education discipline applicable to teaching assignments.
2. Mississippi certification as a Special Education teacher.
3. At least three years of successful prior special education teaching experience is preferred.

**REPORTS TO:** Director of the Office of Exceptional Child Education

**JOB GOAL:** To facilitate learning for students in grades K-12 who are unable to attend school for an extended period of time and to facilitate the Multidisciplinary Evaluation Team process.

**TYPICAL DUTIES AND RESPONSIBILITIES:** Such duties and responsibilities as may be assigned, including but not limited to:

1. Provides learning experiences that promote high expectations for all students.
2. Collaborates with the student's home school to ensure successful implementation of home instruction.
3. Monitors student performance through online classes or completed work packets.
4. Consistently assesses student achievement through formal and informal testing.
5. Assists in developing Individual Educational Plans (IEP) for students.
6. Assists students and teaching staff in implementing students' IEPs and behavior management plans.
7. Coordinates with outside agencies, organizations, and institutions, including state and federal authorities, as needed.
8. Coordinates with administrators and other teaching staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with social work services.
9. Reports grades to home school.
10. Continues to acquire professional knowledge regarding current developments in the educational field by attending seminars, workshops, and professional meetings or by conducting self-directed research.
11. Organizes and maintains a system for accurate and complete recordkeeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
12. Encourages parental involvement in students' education and ensures effective communication with students and parents.



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13. Selects and requisitions appropriate books, aids, and other supplies and equipment and maintains inventory records.
14. Serves as chairperson for the MET Team.
15. Serves as member of the District Support Team.
16. Evaluates and reviews, in coordination with other District Academic Interventionists, MTSS materials submitted to the Multidisciplinary Evaluation Team (MET).
17. Works with the MET team to ensure initial evaluations are completed within required timeframes.
18. Requests MET Team Meetings as needed.
19. Send and receive all documentation for the MET Team process.
20. Provides reports, data and information related to students with disabilities as requested to district administrators.
21. Collects, enters, and monitors data of Child Find in MSIS.
22. Maintains documentation of student eligibility in MSIS.
23. Serves as liaison with the Juvenile Detention Center.
24. Serves as liaison with Educable Child Facilities.
25. Demonstrates prompt and regular attendance.
26. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
27. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Salary based on assigned teacher pay schedule, reporting 187 days per year.

**EVALUATION:** Annually