



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Homebound Tutor

LOCATION: Neal Math & Science Academy

REPORTS TO: Director of Student Services

PRIMARY FUNCTION: To ensure that every homebound child in the District capable of benefiting from instruction be provided with an on-going education program.

QUALIFICATIONS:

Licensure:

- Illinois Professional Educator License with an LBSI endorsement

Education:

- Required – Bachelor's degree from an accredited college or university in Education or related field.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Works with members of Student Services to identify the educational need and the physical and learning capabilities of those students assigned to him/her.
2. Devises, with the advice of the tutoring coordinator, an instruction program for each assigned student receiving homebound instruction on a permanent or short term basis.
3. Devises, with the advice of the student's regular teacher or teachers, and instruction on a temporary basis.
4. Meets with each assigned student on a regularly-scheduled basis for the purpose of providing instruction.
5. Acquired personal acquaintanceship with student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical:

- Proficient computer skills including Google Apps, Excel, Microsoft Office
- Proficient in IEP software processes and procedures.
- Knowledgeable about teaching and learning.

- Works effectively with data and research to develop and assess district strategies that increase student learning

Interpersonal:

- Handle confidential information professionally.
- Ability to use discretion and exercise sound judgment.
- Effective oral and written communication skills and strong interpersonal skills.
- Good organizational and time management skills.
- Evidence of dependability, integrity, and a strong work ethic
- Ability to take the initiative, work independently, meet deadlines, follow complex directions and adapt to changing demands, activities, and workloads

DISTRICT CORE COMPETENCIES:

1. Achievement focus
2. Cultural competence
3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

PHYSICAL DEMANDS:

The usual and customary methods of performing the job's functions require the following physical demands:

- Standing ($\frac{2}{3}$ of the time)
- Walking ($\frac{2}{3}$ of the time)
- Sitting (less than $\frac{1}{3}$ of the time)
- Significant fine finger dexterity (over $\frac{2}{3}$ of the time)
- Stoop, kneel, crouch, or crawl (up to $\frac{2}{3}$ of the time)
- Talk or hear (over $\frac{2}{3}$ of the time)
- Taste or smell (less than $\frac{1}{3}$ of the time)
- Lifting up to 10 lbs. (over $\frac{2}{3}$ of the time); up to 25 lbs. (up to $\frac{2}{3}$ of the time); up to 50 lbs. (less than $\frac{2}{3}$ of the time); up to 100 lbs. (less than $\frac{1}{3}$ of the time)
- Pushing and/or pulling (less than $\frac{1}{3}$ of the time)
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right which eyes are fixed on a given point)

TERMS OF EMPLOYMENT: Stipend

SALARY RANGE: \$35.36/per hour

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.