



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Home Instruction Teacher

LOCATION: TBD

REPORTS TO: Administration (i.e., Principal or Director)

PRIMARY FUNCTION: To ensure that every homebound child in the District capable of benefiting from instruction is provided with an ongoing education program.

QUALIFICATIONS:

Licensure:

- Illinois Professional Educator License with the proper endorsement

Education:

- Required – Bachelor's degree from an accredited college or university in Education or a related field
- Preferred - current classroom teacher or teacher who teaches the same grade level and content area
- Preferred - Spanish-speaking teacher

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Works with members of the administration to identify the educational needs of those students assigned to him/her.
2. Provides tutoring, with the advice of the administration, on the homeroom instruction program for each assigned student receiving homebound instruction on a permanent or short-term basis.
3. Coordinates with students' homeroom/core subject teachers on instruction, materials, assignments, and communication.
4. Meets with each assigned student on a regularly scheduled basis for the purpose of providing instruction and academic support.
5. Acquired personal acquaintanceship with students' 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

- 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: As needed, can be up to 1 hour per day of instruction and 30 minutes for prep and paperwork); start time for Home Instruction with students can start no later than 5:00 p.m.

SALARY RANGE: Hourly rate of pay

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.