

## JOB DESCRIPTION

Job Title: **Homebound Teacher**  
 Department: **Student Services**  
 Pay Program: **Teacher**  
 Prepared/Revised Date: **August 2024**

FLSA Status: **Certified**  
 Pay Range: **\$30 per hour**  
 Work Calendar: **As Needed**

**SUMMARY:** The teacher will employ effective teaching methods to support students who need assistance in accessing their academic programming. The teacher will engage students who meet the criterion of Homebound Education. He/she will support students 2-3 hours per week in an asynchronous and/or synchronous learning environment. For a period to be determined by the Assistant Superintendent of Student Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

Job Tasks Descriptions	Frequency	% of Time
<ul style="list-style-type: none"> <li>● Plan, prepare and deliver instructional activities:                             <ul style="list-style-type: none"> <li>○ Create a positive educational climate for students to learn in.</li> <li>○ Meet course and school-wide student performance goals.</li> <li>○ Participate in ongoing training sessions.</li> <li>○ Create lesson plans and modify accordingly throughout the year.</li> <li>○ Grade papers and perform other administrative duties as needed.</li> <li>○ Read and stay abreast of current topics in education.</li> <li>○ Utilize various curriculum resources and technologies to enhance student learning.</li> <li>○ Integrate competencies, goals, and objectives into lesson plans.</li> <li>○ Utilize District curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.</li> <li>○ Establish and communicate clear objectives for all learning activities.</li> <li>○ Prepare and distribute parent communications.</li> <li>○ Observe and evaluate student's performance.</li> <li>○ Manage student behavior in the classroom creating appropriate behavior strategies.</li> <li>○ Bachelor's degree or higher.</li> </ul> </li> </ul>	W	90%
<ul style="list-style-type: none"> <li>● Participate in periodic training (re: completing timesheets, working with students in a virtual setting, etc..)</li> </ul>	M	5%

• Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Education plus additional coursework required for certification or licensure.
- Minimum of one year of teaching experience.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Colorado Teacher's license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and multiple tasks with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	Assistant Superintendent, Student Services

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Assistant Superintendent, Student Services	65-70 individuals

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- N/A

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate				X

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	