

## **Alpena Public Schools**

### **Employee Job Description**

Position Title: **Home-based /Homebound Teacher**

Department: K-12 Programs

Reports To: Building Principal

**Location:** To be determined

**FTE:** Extra Duty/Schedule B

**SUMMARY:** Serves as a teacher for students qualifying for homebound services due to a medical condition or home-based services due to disciplinary removals.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides instruction to students (direct instruction and assistance with assignments).
- Targets IEP goals as appropriate for students who are eligible for special education.
- Coordinates with student's teachers to ensure educational access to all coursework.
- Documents services provided.
- Stays compliant with required service delivery.
- Collaborates with families to schedule and deliver services.
- Communicates with administration regarding concerns about attendance or other performance areas.
- Maintains confidentiality.
- Demonstrates behavior that is professional, ethical, and responsible.
- Reviews email communications regularly and responds as needed.
- Performs other duties as assigned.

#### **EDUCATION and/or EXPERIENCE:**

At least 60 college credits are required to be able to obtain a substitute permit.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must hold a valid Michigan teaching certificate or substitute teaching permit.

Special Education teaching certificate preferred.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory to the instructional program. Ability to

plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Skills in computer use are essential. Effective utilization of technology in instruction, planning, data-based decision making and monitoring of student achievement.

*PHYSICAL DEMANDS: The physical demands described here 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.*

**The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

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