

**JOB DESCRIPTION**

---

**BAND    GRADE    SUBGRADE    WORKING CONDITIONS**

---

**JOB TITLE**

Homebound Instructor

**CONTRACT REFERENCE**

FEA Master Agreement

**TITLE OF IMMEDIATE SUPERVISOR**

Principal/Director

**VERSION DATE**

January 2016

---

**JOB SUMMARY**

Within federal and state law and regulations and district policy and practice:

- Responsible for the management of the instructional program for assigned students
  - Responsible to establish and maintain an atmosphere conducive to learning.
  - Responsible for the assessment of student progress
  - Responsible for other duties as assigned which are necessary to fulfill the basic function of the position and are consistent with the Master Agreement.
- 

**TASK NO.**

---

1.	Homebound instructor is assigned to work with students in grades K-12 for an average of <u>five hours per week</u> unless IEP Team determines greater need. Instruction does not take place on District release days, holidays, or during vacations.
2.	Homebound instructors are assigned to work with students in kindergarten for an average of 2.5 hours per week
3.	For students in hospitals tutors are assigned to work with the students for the same number of hours as noted above. However, the time is often less depending upon the seriousness of the illness or injury. Often, students are too sick to be seen every day. Homebound instructors should check in daily with the hospital to make sure the student is able to receive instruction.
4.	Hourly pay for Homebound Instructor is stated in the FEA Master Agreement. No compensation is offered for preparation time. Mileage is reimbursed at the current IRS rate.
5.	Parking expenses are reimbursed when tutoring occurs in hospitals. An expense report must be completed, and receipts from the parking ramp must accompany the expense report.
6.	Time sheets must be submitted according to the District's Payroll Calendar. A separate time sheet must be completed for each student, and must include the dates of attendance, the signature of a parent/guardian or medical staff, and the tutor's employee identification number, address, and signature.

---

**JOB TITLE**

Homebound Instructor

**CONTRACT REFERENCE**

FEA Master Agreement

– Page 2

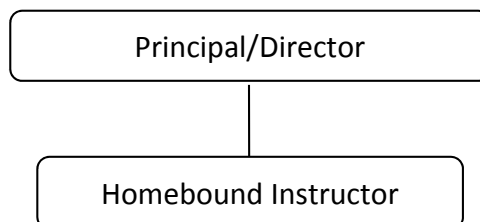
7.	It is the responsibility of each homebound instructor to maintain school contact with teachers and/or counselors to ensure that students are working on the appropriate assignments and are receiving credit for their work.
8.	It is the homebound instructor's responsibility to arrange regularly scheduled meeting times with the student and his/her family or the hospital staff.
9.	The homebound instructor is expected to notify the family or hospital if he/she is unable to attend a regularly scheduled session due to illness or emergency. Homebound instructor <u>may not</u> arrange for substitutes. If the absence is expected to last for more than a few days, notify the Homebound office immediately. (763-502-5101)
10.	Homebound instructor will keep all written material the student has completed during Homebound tutoring. It is the responsibility of each homebound tutor to return assignments, books, and materials to each school when the student has been medically authorized to return to school.
11.	Homebound instructor will maintain written documentation of work assigned and completed conversations with school staff, attendance, etc. It is necessary to provide documentation for the student to receive credit for the work they have accomplished.
12.	Homebound instructor will maintain a portfolio of activities for students of various ages in case actual assignments are not available for tutoring.
13.	Complete a Final Grade & Evaluation Report for all students exiting the program. This report should be sent directly to the student's home school within a week of the time the student exits the program. <ul style="list-style-type: none"><li>• For each hour of service the student receives, the student is given credit for a day of attendance. For this reason, the total number of instructional hours must be completed on the final report form.</li></ul>
14.	Homebound instructor should never enter the home of a student unless there is a parent/guardian or designated adult also present.
15.	Other duties as assigned.

---

**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Hold a baccalaureate degree from a college or university that is accredited
- Minnesota Department of Education teaching license required for specific assignment

---

**ORGANIZATIONAL RELATIONSHIPS**

---

**JOB TITLE**

Homebound Instructor

– Page 3

**CONTRACT REFERENCE**

FEA Master Agreement

---

**SYMBOLS**

DIRECT SUPERVISION

---

INDIRECT SUPERVISION

.....

WORK DIRECTION

-----

ADVISE/INFORM

-.....

---

**PHYSICAL FACTORS**

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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.