

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Homebound Instructor

QUALIFICATIONS:

1. Appropriate, valid New Jersey Teacher Certificate
2. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
3. Pass a physical examination in accordance with applicable governmental regulations and board policy.
4. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Special Services

JOB GOAL: To assure that students determined eligible for homebound instruction are provided with instruction and assessment of major subject areas in a manner coordinated with regular classroom curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Communicates with the student's parent(s) to develop a schedule of instruction commensurate with the allotted number of instructional hours.
2. Devises with the regular classroom teacher and/or guidance counselor an instructional program designed to meet curricular expectations.
3. Maintains appropriate communication and follow-up with parents, school staff and immediate Supervisor concerning all academic and other issues and concerns.
4. Meets with the assigned student on a regularly scheduled basis and provides instruction in accordance with student's needs and curricular expectations.
5. Works to establish a rapport with the classroom teacher and the student's family to develop an understanding and cooperative relationship based on the student's individual needs.

6. Obtains textbooks and other educational materials necessary from the student's school.
7. Develops written progress reports regarding each assigned student outlining materials used, subject areas addressed, and student progress toward educational goals as well as grades earned whenever appropriate.
8. Keeps abreast of new developments in the field of education and methods of adapting instruction for the homebound student.
9. Submits, in a timely manner, monthly Homebound Instruction timesheets verified by the student's parent or guardian.

TERMS OF EMPLOYMENT: Work assigned on as needed per case basis compensated at an hourly rate stated in the current negotiated agreement between the Board of Directors and the Camden County Education Services Association

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code and Board policy.

Board Approved: 2/7/2007