



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Homebound Instructor**

Position Type: Certified	Department: Student Support Services
Salary Schedule: Certified	Location: District Office/ Student's Home
Reports to: Director and Manager of Student Support Services	
Term of Employment: 9 months	Shift: Day
Approved By: Human Resources	Date: March 11, 2019

POSITION SUMMARY:

Contributes to the District's goal to commit to preparing today's youth for tomorrow's challenges by maximizing their options for life through academic and social growth.

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.

ESSENTIAL FUNCTIONS:

- Coordinates with school of attendance in order to secure textbooks and other materials necessary to teach assigned students.
- Contacts parents to arrange schedule for instructional services.
- Provides instruction to students assigned to the Homebound Program.
- Suggests alternative course that may be taught when an existing course cannot be implemented on homebound.
- Monitors and reports student progress as indicated in district policy.
- Assists in student re-entry to the regular program.
- Reports grade to teacher of record.
- Attends meetings as required.
- Demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.
- Plans using the state's standards, the school's curriculum, effective strategies, resources, and data to meet the needs of all students.
- Effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs.

- Systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provides timely feedback to both students and parents throughout the school year.
- Uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
- Maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning.
- The work of the teacher results in acceptable, measurable, and appropriate student academic progress.
- Requires students to demonstrate 21st Century skills; critical thinking, communication, collaboration, creativity and technology in every classroom.
- Engages students through activities both inside and outside the classroom.
- Utilizes common core strategies in daily instruction.
- Embeds continuous improvement principles utilizing the Baldrige framework.
- Must meet any additional specific job requirements as indicated by the school.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Dual certification in Special Education.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.