

**Monticello Public Schools**  
**ISD #882**  
**JOB DESCRIPTION**

**Position Title: Teacher of the Homebound,  
Special Education**

**Department: Special Education**

**Exempt Status: Exempt**

**Reports To: Director of Special Education**

**Date: November 14, 2016**

**Approval: Assistant Superintendent**

**JOB SUMMARY:** The teacher of the homebound and homebased provides instructional services to eligible students with disabilities who cannot attend school because of a physical/medical impairment or when placed per IEP Team. The teacher is responsible for working with representatives for the constituent school districts in which they are assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**80%** Delivers Instructional services to homebound/homebased students

- A. Develops instructional plans based on the IEP goals and objectives for student.
- B. Drives to and from district sites, students' homes and other agencies to provide services.
- C. Meets with and instructs assigned student based on service needs on the IEP.
- D. Manages student behavior utilizing proactive, positive interventions and implements appropriate behavioral management plans and crisis intervention strategies.

**10%** Coordinates Services with the student's resident district

- A. Participates in or case manages IEP/Evaluation meetings when appropriate.
- B. Collaborates with other service providers as indicated on the IEP for educational services.
- C. Maintains appropriate records and progress reports for resident district and cooperative files.
- D. Receives teaching support materials from the cooperative or resident district and delivers to the student.

**7%** Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis

- A. Shares academic, behavioral, and emotional information with parents and staff.
- B. Establishes and maintains positive relationships with students, parents and staff.
- C. Ensures due process rights of the student.

**3%** Professional Responsibilities

- A. Represents the district on various community/service agencies as appropriate for assigned student.
- B. Participates in department and school district meetings as required.

Performs other duties as assigned or requested.

## **WORK REQUIREMENTS AND CHARACTERISTICS:**

### **Education/Certification Requirement:**

- MN Teaching License in DCD or ASD preferred.
- Other special education licensure considered.

### **Experience:**

- Working with students in the home or alternate settings.
- Working with students who have significant cognitive and health impairments.
- Working with students who have social/emotional and behavioral impairments.

### **Essential Skills Required to Perform the Work:**

- Highly organized with the ability to be flexible within a schedule.
- Ability to teach assigned students at various levels in accordance to their IEP goals and objectives.
- Ability to travel to and from the student's home, school districts, and office.
- Understanding of confidentiality rules and regulations.
- Strong collaboration skills to work with students, teachers, administrators, families, staff, and outside agencies.

### **Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments/student progress or other classroom administrative requirements of the District.

### **Supervision of Other Employees:**

- This position does not provide work direction to other District employees.

### **Physical Job Requirements:**

- Travel distances to between school and home.
- Ability to stand, talk, hear, and walk as well as occasional kneeling, crouching, stooping and reaching.

### **Mental Job Requirements:**

- Exercise good judgment and make decisions in accordance with board policies and established procedures.

### **Working Conditions:**

- Working in the homes / alternative settings to serve students.
- Travel between districts, office, and student home.

### **Job Outcomes:**

- Successful implementation of IEP Goals and Objectives.
- Providing an educational environment where the student has an opportunity to fulfill their potential for growth.

***This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.***