

PERSONNEL

HOME INSTRUCTION TEACHER Certificated Salary Schedule

DEFINITION

This is a certificated teaching position that works directly with students who are eligible and authorized for alternative instruction outside of the regular classroom setting on a short-term basis. The Home Instruction Teacher provides direct differentiated instruction to students, and provides positive and consistent classroom management and behavioral intervention and support. Daily schedule requires flexibility and includes direct instruction in person or via electronic means at least once weekly. Communicating and documenting student progress is required. The Home Instruction Teacher works closely with parents and students to develop individualized learning plans based on student's present skill levels and academic goals. Additional collaborative work may regularly take place with parents, coworkers, and administrators to ensure the high academic performance and achievement of these students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completes designated portions of the written independent study agreement and adds additional information to the written agreement when appropriate
2. Assists in the planning, organizing, directing, operating, and evaluating of the services and functions of the program
3. Assists in formulation and implementation of independent study policies and procedures
4. Implements and supports the philosophy, goals, objectives, and policies of the District and school
5. Implements a program that provides continuity and consistency for students
6. Assesses pupil needs and capabilities
7. Makes student referrals to counselors and/or other personnel and services that meet their academic, social, and emotional needs
8. Designs all lesson plans and assignments
9. Provides appropriate independent study learning activities
10. Judges the time value of assigned work, or work products completed and submitted by students
11. Evaluates student progress on a regular basis and revises individual instructional plans as appropriate
12. Provides ongoing diagnostic assessments
13. Provides on-site assistance – tutoring, math and reading labs, computer-assisted learning
14. Adapts teaching methods based on students' identified needs and sound principles of learning
15. Utilizes strategies to promote in students a positive self-concept, self-awareness, self-discipline, responsibility, and respect for others
16. Keeps pupil and parent informed through weekly meetings and periodic written reports
17. Supervises students in out-of-class activities during the school day or whenever on duty and the students are under the jurisdiction of the school
18. Selects and saves representative samples of the students' completed and evaluated assignments for each subject, signed or initialed, and dated in accordance with required audit records
19. Maintains records of student assignments showing the date the assignment is given and the date the assignment is due
20. Maintains any other required records and files on a current basis and performs basic attendance accounting and business services as required
21. Meets established deadlines for required paperwork
22. Assists in selection and requisition of instructional media, supplies, equipment, and maintains required inventory records
23. Maintains a proactive and positive relationship with students, staff, parents and community members
24. Participates in curriculum development and attends district in-service and information meetings
25. Performs other duties as assigned by supervisor

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KNOWLEDGE AND ABILITIES

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.

1. Ability to work independently using standardized practices and/or methods
2. Effective communication/interpersonal skills to work with students, parents, and coworkers
3. Expertise in curriculum and instructional strategies for differentiated instruction
4. Ability to gather, collate, and/or classify data; and use job-related equipment
5. Ability to adapt to changing work priorities
6. Ability to demonstrate tact and patience
7. Possess basic understanding and knowledge of current technology
8. Ability to maintain organized documentation and submit such documentation within the expected timelines
9. Ability to demonstrate a commitment to serving all students and be willing to put the interest of students' first
10. Actively contribute to a culture of high expectation in schools and in the district
11. Ability to build relationships needed to serve our students well
12. Maintain confidentiality

MINIMUM QUALIFICATIONS

1. Credential: Valid California Multiple Subject Teaching Credential
2. Education: Bachelor's degree, including all courses needed to meet credential requirements.
3. Experience: Job related experience; and/or experience working with students who may be at risk or have special needs; technology experience desired.
4. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|---|----------------------|------------------|---|----------------------|
| 1. Seldom | = | Less than 25 percent | 3. Often | = | 51-75 percent |
| 2. Occasional | = | 25-50 percent | 4. Very Frequent | = | 76 percent and above |

- 4 a. Ability to work at a desk, conference.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate effectively.
- 3 f. Ability to bend and twist.
- 1 g. Ability to lift 30 pounds.
- 1 h. Ability to carry 30 pounds.
- 2 i. Ability to reach in all directions.

Adopted: December 13, 2019