

**Policy GFBCI: Job Description: Homebound Teacher**

Status: DRAFT

Original Adopted Date: 09/15/2008 | Last Revised Date: 08/11/2025 | Last Reviewed Date: 08/11/2025

**QUALIFICATIONS:**

To qualify for the position of homebound teacher in grades PreK-12, he/she shall possess the following:

1. Hold at least a valid Class "A" Certificate issued by the Mississippi State Department of Education.
2. Have met other qualifications and requirements as established by the school district.
3. Ability to lift a minimum of 25 pounds.

**JOB GOAL:**

The homebound teacher is a facilitator of learning for students in Grades PreK-12 who are unable to attend school for an extended period of time.

**REPORTS TO:**

Director of Special Education

**DUTIES and RESPONSIBILITIES:**

The homebound teacher shall:

1. Provide learning experiences which promote high expectations for all students.
2. Collaborate with the student's home school to ensure successful implementation of home instruction.
3. Monitor student performance through online classes or completed work packets.
4. Consistently assess student achievement through formal and/or informal testing.
5. Report grades to home school through the school counselor.
6. Provide an atmosphere conducive to learning.
7. Use acceptable communication skills to present information accurately and clearly.
8. Participate in professional and staff development activities.
9. Cooperate with local and district staff in planning and implementing system-wide goals and objectives.
10. Attend planning meetings at the Special Education Department
11. Keep accurate records and provide students with feedback on completed assignments.
12. Upgrade teaching certificate as required by state certification standards and local district policy.
13. Be punctual and conscientious in appointments with students
14. Clear any absence, as far in advance as possible, with the Director of Special Education.
15. Manage student behavior and assist in upholding and enforcing school rules and regulations, administrative procedures, and school board policies.
16. Establish open lines of communication with students and their parents. Share case manager duties that also consist of summer work days.
17. Be cognizant of the rules and regulations, policies, and procedures governing special education programs within the school district.
18. Be knowledgeable of the district's curriculum and the Mississippi College and Career Readiness State Standards.
19. Perform all other duties and responsibilities assigned by the Superintendent or the Director of Special Education in order to contribute to an effective school operation.

**TERMS OF EMPLOYMENT:**

187 220 Work Days Salary Schedule: Teacher Salary Schedule (District) Policy GGBC

**EVALUATION:**

Performance in this position will be evaluated annually by the Director of Special Education in accordance with provisions of the Board's policies on evaluation.

---