

TITLE: HOMEBOUND INSTRUCTION FACILITATOR

QUALIFICATIONS:

1. At least a Bachelor's degree in Education
2. Ability to work successfully with students, parents and school staffs
3. Skill level of knowledge as it pertains to computer operating systems
4. Receptive to additional training as new software is made available

REPORTS TO: Director of Student Services

JOB GOAL: To facilitate instruction in the Homebound program for students in grades K-12.

PERFORMANCE RESPONSIBILITIES:

1. Instructs, assigns and manages Standards-based content in all subject areas for Homebound students in grades K-4.
2. Facilitates, assigns and manages Standards-based digital content in all subject areas for Homebound students in grades 5-12.
3. Uses existing pacing guides in the various content areas to assure, as nearly as possible, each student's seamless re-entry into the base school when the Homebound period ends.
4. Administers various assessments – teacher-made, benchmarks, standardized – for continual monitoring of student progress.
5. Completes needed reports, including grades earned by students, in a timely manner and provides such reports to the appropriate schools.
6. Serves as a liaison between the Homebound program and the teacher(s) of each student in the program.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be assigned by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Florence City Schools
Approved by Board of Education 1-12-16