

Iberville Parish School Board

P.E. Cancienne
Superintendent
Secretary/Treasurer

Melvin Lodge
President

HUMAN RESOURCES ...We put children first

May 30, 2008

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NOTICE OF VACANCY AS OF ABOVE DATE)

Applications are being accepted for the following position.

HOSPITAL/HOMEBOUND TEACHER

**IBERVILLE PARISH SCHOOL BOARD
(SPECIAL ED. DEPARTMENT)**

Anyone interested in being considered for the above position should submit an application or resume' to:

Kathy D'Albor, Special Ed. Supervisor
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Jr., Superintendent

QUALIFICATIONS: See attached job descriptions

DATE OF EMPLOYMENT: August 1, 2008

DEADLINE FOR ACCEPTING APPLICATIONS: June 13, 2008

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

JOB DESCRIPTION

TITLE: Hospital/Homebound Teacher

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Supervisor of Special Education

JOB GOAL: To provide instruction in the assigned subject matter area(s) that will allow each student to maintain success in the assigned grade or level of placement.

PERFORMANCE RESPONSIBILITIES:

Professional:

1. Implements the parish's philosophy of education.
2. Maintains and improves professional competence.
3. Attends and participates in in-service workshops as mandated by local policies and/or legislative acts.
4. Demonstrates knowledge of remediation and ability to work with handicapped students.
5. Participates as an active member in one or more professional organizations which strive to upgrade teacher proficiency.
6. Exhibits self-control and maintains poise, modulation, and maintain a high level of professionalism at all times.
7. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when requested to do so under reasonable terms.
8. Attends staff meetings and serves on staff committees as required.
9. Develops annual Professional Growth Plan to strengthen or enhance job performance.
10. Strive to enhance the image of public education on a regular basis by keeping the general public informed of student or school activities.

Planning:

1. Plans effectively for instruction.
 - a. Develops an Individual Education Plan for eligible students
 - b. Continues to work on the current IEP if student is in special education
 - c. Consults with the regular education teacher, if student is in the regular program, to continue working on the current curriculum needs
2. Consults with counselors, social workers, school nurse, physical therapist, and occupational therapists, as needed.
3. Coordinates visits to the home with health professionals.

Instruction:

1. Uses mandated state adopted curriculum guides and local management systems.
2. Delivers instruction effectively when obtained from classroom teacher(s).
 - a. Uses technique(s) which develop(s) lesson objective(s)
3. Presents appropriate content and subject matter.
 - a. Answers questions correctly and/or directs students to additional sources (e.g., references, labs, learning centers, etc.)
4. Provides opportunities for student involvement in the learning process.
 - a. Accommodates individual differences
 - b. Encourages student participation
5. Assesses student progress.

- a. Monitors ongoing performance of students
- b. Provides timely feedback to students regarding their progress when received from classroom teacher
6. Provides opportunities for students to develop a positive self-image through respect, poise, and encouragement.
7. Assesses the achievement of students on a regular basis and provides reports on progress as needed.

Management:

1. Maintains an environment conducive to learning.
 - a. Organizes available space, materials, and/or equipment to facilitate learning
 - b. Maintains eligibility criteria folder for students
2. Maximizes the amount of time available for instruction.
 - a. Manages and/or adjusts allotted time for activities planned
3. Manages learner behavior to provide productive learning opportunities.
4. Terminates students when they are released by their physician and completes all termination forms and letters.
5. Documents home visitation and has forms signed by the parent or adult present in the home.
6. Executes all policies and procedures of the Iberville Parish School Board as needed in Hospital/Homebound Manual.

General:

1. Is punctual for all scheduled home visits and assigned duties.
2. Assumes responsibility for notifying proper authorities when absence is necessary.
3. Accepts authority and carries out tasks and responsibilities necessary for the general welfare of the school.