



EMPLOYEE NAME: _____

Created: 2/16; Revised: 6/18

JOB DESCRIPTION

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| POSITION TITLE: Hospital/Homebound Coordinator | JOB CODE: 145B |
| DIVISION: Academic, Support and Specialized Services | SALARY SCHEDULE: Coordinator |
| DEPARTMENT: Student Assistance Programs | WORK DAYS: 198 |
| REPORTS TO: Supervisor, School Counseling | PAY GRADE: CZ00 (Based on CC1 4, 5, 6, or 7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Coordinate the provision of academic instruction to students who are confined to home for periods of time that would prevent normal school attendance. | |

REQUIREMENTS:

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| 1. | Educational Level: Master Degree required |
| 2. | Certification/License Required: Valid Georgia Teaching Certificate required |
| 3. | Experience: 3 years successful teaching experience |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; knowledge of instructional strategies; technology proficiency |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Provides supervision for the hospital/homebound staff. |
| 3. | Provides academic instruction to hospital/homebound students. |
| 4. | Coordinates the application process for hospital/homebound services. |
| 5. | Communicates with physicians and parents. |
| 6. | Works with local school personnel in coordinating instruction and reporting student progress. |
| 7. | Follows state and local guidelines for hospital/homebound program. |
| 8. | Assists with development of a procedures manual for hospital/homebound instruction, as needed. |
| 9. | Coordinates assignment and services of contracted teachers and hospital/homebound instructors. |
| 10. | Oversees and maintains data for tracking services for hospital/homebound students. |
| 11. | Pursues more integrated use of technology for serving hospital/homebound students. |
| 12. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____