# JOB DESCRIPTION

**POSITION TITLE:** Teacher, Homebased  
**JOB CODE:** 145A  
**DIVISION:** Academic - Support and Specialized Services  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Supervisor, Special Education  
**SALARY SCHEDULE:** Teacher  
**WORK DAYS:** 188  
**PAY GRADE:** CIT 4, 5, 6, or 7  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Works with teachers, administrators, and parents/guardians to develop and provide appropriate special education services to eligible homebased students with disabilities.

### REQUIREMENTS:

1. **Educational Level:** Bachelor Degree required  
2. **Certification/License Required:** Valid Georgia Teaching Certificate  
3. **Experience:** 2 years classroom experience working with special education students  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 60 pounds without assistance; ability to perform a two person lift for students over 60 pounds  
5. **Knowledge, Skills, & Abilities:** Written and oral communication; instructional strategies that connect the curriculum to the learner; student management

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

### ESSENTIAL DUTIES:

1. **Demonstrates prompt and regular attendance.**  
2. **Teaches in the home setting following state and local guidelines.**  
3. **Develops, implements, monitors, and reviews the Individual Education Program (IEP) of each student on the caseload on an annual basis.**  
4. **Works with parents in all aspects of their child’s educational program.**  
5. **Compiles, maintains, and submits all required records.**  
6. **Provides educational services according to the guidelines of the program and through the established delivery model for service.**  
7. **Assures all due process procedural safeguards are afforded students and their parents.**  
8. **Uses special methodology for instruction, according to the population needs.**  
9. **Uses carefully designed behavior management strategies as indicated.**  
10. **Administers evaluations and collects data on student progress toward mastery of established goals and objectives.**  
11. **Performs special duties required for meeting the unique needs of specific population, i.e. lifting and positioning moderately intellectually disabled, orthopedically impaired, severely and profoundly disabled students.**  
12. **Maintains prompt and professional communication with parents.**  
13. **Performs other duties as assigned by appropriate administrator.**

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Signature of Employee ___________________________ Date __________________

Signature of Supervisor ___________________________ Date __________________