

**BLANCHESTER LOCAL SCHOOLS**

## JOB DESCRIPTION

<b>Title:</b>	<b>HOME INSTRUCTION TEACHER</b>	<b>ADOPTED 6/26/2024</b>
<b>Reports To:</b>	Assigned administrator/supervisor	
<b>Job Objective:</b>	Provides home instruction for students during extended absences.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Acts according to the Licensure Code of Professional Conduct for Ohio Educators.</li><li>• Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)</li><li>• Holds/maintains required Ohio Department of Education credentials.</li><li>• Maintains a record free of criminal violations that prohibit public school employment.</li></ul>	
<b>Preferred Attributes:</b>	Active listening, creative problem solving, and good time management skills.	
<b>Physical Demand Level<sup>1</sup>:</b>	Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, stooping, and using a traditional keyboard. <sup>1</sup> Abridged U.S. Department of Labor documentation of physical demand characteristics.	
<b>Note:</b>	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential  
Functions:****1. Maintains in-depth knowledge of subject matter and pedagogy. Implements best practices that support continuous improvement in student participation and achievement.**

- Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.
- Consults with teachers to confirm and/or clarify classroom assignments.
- Develops lesson plans consistent with state learning standards and district curriculum goals.
- Ensures student lists, lesson plans, and teaching materials are readily available for substitutes.
- Helps students acquire appropriate functional skills (e.g., communication, self-regulation, socialization, etc.)
- Helps students develop educational goals that are attainable, measurable, relevant, and specific.
- Keeps classroom teachers aware of student progress and emerging concerns.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Participates in team meetings.
- Proctors mandated testing activities. Upholds test security procedures.
- Returns student work assignments to teachers as directed.
- Uses comprehensive assessments to obtain objective student data. Plans services relevant to needs. Supports student access to inclusive educational opportunities.
- Uses formative and summative assessments to track student progress. Provides timely feedback.
- Uses positive behavioral interventions and supports to maintain discipline.

**2. Consistently performs all aspects of the job. Diligently pursues high quality results.**

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

**4. Pursues opportunities to enhance job knowledge and skill proficiency.**

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

**5. Keeps current with emergency preparedness and response procedures.**

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

### 6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance Evaluation:** Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working Conditions:** The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

**Encounters** with aggressive, angry, rude, or unpleasant individuals.

**Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

**Exposure** to blood-borne pathogens or contagious diseases.

**Exposure** to severe weather conditions or temperature extremes.

**Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.

**Operating** or riding in a vehicle. Working in or near vehicular traffic.

**Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.

**Traveling** to meetings and work assignments.

**Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.