

Educational Service Center of Medina County

Job Description

Title: Home Instructor

Reports To: District Special Education Director, Teacher or Designated Superior

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a bachelor's degree in education from an accredited college or university.
- Possesses appropriate State of Ohio teaching certification/license. Licensure as an intervention specialist license required. Moderate to intensive preferred.
- Acquires alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Provides educational services to students with medical or other special needs in their home environment; prepares lesson plans and instructs individual activities; observes and assesses students during educational activities; and manages behavior by organizing activities and transitions to stimulate learning and to foster discipline.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.

9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

Essential Functions:

1. Ensures safety of students.
2. Teaches and evaluates the students using sound instructional practices.
3. Effectively manages individual student behavior to maintain a good learning environment.
4. Develops and modifies curriculum, lessons, games, and instructional activities to meet the goals and objectives of established plans; monitors and evaluates a variety of activities designed to facilitate student progress.
5. Maintains accurate, complete, and correct records as required.
6. Provides guidance to the students/parents that will promote their welfare and their proper educational development.
7. Provides a copy of complete lesson plans for the cooperating teacher and/or district administrator.
8. Makes provisions for being available to students and parents for educational-related purposes outside the instructional period (example: parent/teacher conference).
9. Implements and collects data on all IEP goals identified for home instruction.
10. Implements all procedures and rules governing student life and conduct.
11. Takes necessary and reasonable precautions to protect equipment, materials, and the home/teaching environment.
12. Demonstrates knowledge of subject matter and presents clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners.
13. Interacts in a positive manner with district personnel, related service providers, and parents.
14. Maintains respect at all times for confidential information, e.g., student records.
15. Promotes good public relations by personal appearance, attitude, and conversation.
16. Attends meetings and in-services as required.
17. Maintains record of student progress.

Other Duties and Responsibilities:

1. Responds to routine questions and request in a timely, appropriate manner.
2. Assists in the determination of appropriate curriculum, materials, supplies, and texts in cooperation with the District Administrator and/or cooperating teacher.
3. Attends professional growth seminars, workshops, etc., to keep current on relevant issues.
4. Refers attendance, health, and psychological/emotional problems to District Administrator and/or cooperating teacher.
5. Performs any additional duties determined by the administration of Educational Service Center of Medina County as appropriate for the delivery of the service continuum.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: February 24, 2014
Revised by Governing Board: November 19, 2018