

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**HOME INSTRUCTOR**

**QUALIFICATIONS**

1. Valid New Jersey Instructional Certificate in Subject Area Endorsement or Certificate of Eligibility.
2. Demonstrated knowledge of subject specialty and Effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal and communication skills.
5. Proficiency with technology resources.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**CLASSROOM TEACHER'S RESPONSIBILITIES**

Throughout the year, some students may be placed on Home Instruction. In the majority of cases it is due to illness or pregnancy.

Students must submit a **medical note** requesting Home Instruction, the **reason** and **duration** of it by a medical doctor.

Once assigned to Home Instruction, the Director of Child Study Team will send a note stating the student is on Home Instruction and ten (10) written request forms for the assignments. Should you need more forms, please contact the Child Study Team Secretary at 451-9400 ext. 222.

**WHAT ARE THE TEACHER'S RESPONSIBILITIES?**

- to submit assignments to the Director of Child Study Team immediately.

**VERY IMPORTANT**

- neither the Home Instructor or I should need to give extra reminders.
- **assign a due date** by which assignments are to be completed.

**CODE:**

The code has changed and it states that the **first** day the Home Instructor **meets** with the student is the **first day of Home Instruction**.

Therefore, **teachers no longer have three (3) days to prepare work for Home Instruction**.

I recommend that you prepare an emergency Home Instruction file so that the student can start immediately and then send regular class assignments as soon as possible.

## HOW SHOULD ASSIGNMENTS BE GIVEN?

One (1) week at a time. Every Wednesday put a new assignment in the box. Some instructors prepare two or three weeks of assignments. Whatever you do, do not wait for returned assignments. At the next interval give a new assignment. Doing or returning assignments is the student's responsibility. Yours is to give them the assignments and to provide expected due dates.

### SPECIAL NOTE

Home Instruction students should keep up with the pace of the class. If there are special circumstances and the student cannot do so; you will be notified by the Home Instructor and asked to modify the work or student's parents will discuss this with you.

### WHAT AM I RESPONSIBLE FOR?

- You are responsible for correcting of papers, tests, exams, grades

### SPECIAL NOTE

**If the student is not returning the work and is failing, you, as the primary instructor should notify the parents in writing.**

Report card grades

Remember the student is your responsibility. If you are not satisfied with the way the work is completed, returned, etc. please call or send a letter home with a copy sent to the student's Assistant Principal, guidance counselor and Child Study Team Case Manager.

### IN SUMMARY

In Physical Education/Health the teacher is the one listed on the schedule.

Provide materials in Health and Physical Education, tests, papers, etc. or assign M-Medical.

Do not deprive the student of the opportunity to try to do the work.

### HANDS ON COURSES

If it is not possible for you to assign hands-on-tasks, please provide substitute assignments or contact parents in writing regarding why assignments cannot be given or any influence this will have on the student's grade. Keep counselor and Child Study Team member informed.

Woodshop, Home Ec.

\*\* Teachers should explain this carefully to their classes in September.

### IN SUMMARY

Teachers are responsible for:

1. Providing assignments as soon as possible
2. Establishing a due date
3. Correcting work
4. Notifying parents of failing situations
5. Determining grades

6. Assigning grades
7. Notifying Counselors regarding problems

If the student is classified and a modification to any of the above needs to be made, please contact a Child Study Team member.

### **SPECIAL NOTE**

Students who are not classified are not eligible for modifications of assignments and must maintain pace with the class. These students may be eligible for 504 Plan to accommodate their needs if necessary.

Any special concerns regarding students on Home Instruction should be discussed with Mrs. Amy Draggoo, Director of Child Study Team who facilitates the Home Instruction Program.

### **HOME INSTRUCTOR'S RESPONSIBILITIES**

#### **PROCEDURE:**

1. You will be assigned a subject to teach.
2. Once assigned, please stop by Child Study Team Office to see if there is work in your mailbox. (**Instructors are to provide work immediately**)
3. Call the home, introduce yourself and firmly establish a set routine for when you will visit for Home Instruction.
4. Hold: Home Instruction Sheet – with instructions to the house, schedule of teachers, vouchers (mileage, travel, Admittance Pass).

#### **RESPONSIBILITIES:**

1. To deliver the assignments to the student.
2. To establish the days and time for instruction.
3. To explain confusing concepts and to clarify directions.
4. To direct the student to complete the work so that he/she can continue independently and meet the deadline. This may mean going through each assignment, re-explaining it and doing one or two examples as a model.
5. To provide five (5) hours per week of instruction in three (3) visits to the house if not classified. If the student is classified ten (10) hours of Home Instruction is provided.
6. Return work to the teacher(s) as soon as possible. Do not correct it – unless due to unique circumstances a modification has been determined necessary by the Child Study Team and the instructor is aware of it.
7. **If a student is not meeting given due dates, it is his/her responsibility or the parent to contact the instructor.**

### **WORK MUST BE RETURNED BY DUE DATE**

8. If you have not received work from an instructor, put a note in their mailbox and wait one (1) day – repeat one more time the next day. If you still have not received anything, please see Mrs. Amy Draggoo.

9. Do **not** disturb instructors, during lunch or instruction time. Do **not** call instructors at home.

If necessary, leave a note in their mailbox and ask them to contact you re: \_\_\_\_\_ leave your telephone number and the best time to call.

**YOU WILL NEED: Voucher information (mileage and travel) Child Study Team Office**

**WHEN TO RETURN VOUCHER: EVERY TWO (2) WEEKS**

Please make sure that the Instructor's name and the student's name is on the work being returned. Parents will be provided with an evaluation form so that we can monitor/evaluate the Home Instruction Program.

**NOTE: THE PARENT OR AN ADULT MUST BE PRESENT FOR THE HOME INSTRUCTION.**

### **STUDENT'S RESPONSIBILITIES:**

**1. Try to Avoid Home Instruction by:**

- taking good healthy care of yourself.
- acting with a sense of responsibility in all circumstances.
- establishing solid friendships with friends and staff members in school.

**Reason:**

No matter how you look at it, Home Instruction is an interruption of your high school program. Only the most mature and most responsible students are able to keep up with their classes while on Home Instruction.

**Required Documentation:**

Submit to Mrs. Amy Draggoo, Director of Child Study Team

- Medical note from a doctor stating the reason for Home Instruction and duration.
- Your parent/guardian must sign the agreement form.

**2. To make you a winner on Home Instruction:**

Assume responsibility for:

- Meeting with the instructor at the time and day established by the Home Instructor.
- No excuses – such as “I’ve got a doctor’s appointment”
- Establishing a quiet place to study with a table.

Toddlers should not be sitting in your lap or have the television blaring while you are studying. Have respect for yourself as a student and allow yourself the opportunity to focus and learn.

### **NO INSTRUCTOR IS EXPECTED TO PROVIDE INSTRUCTION IN UNHEALTHY OR NERVE-RACKING ENVIRONMENT**

**3. Books:**

They are assigned to you in September and February. Please make sure you have them, if not, it may result in failing the class. **It is NOT the Home Instructor's job to provide books, pencils, etc. YOU are responsible for these items.**

**4. Work at maintaining your position in the class:**

- put in the necessary time to complete assignments to meet due dates
- organize your time so you can complete all assignments and be ahead not behind your peers
- start even before the Home Instructor arrives
- keep up with assignments

**RULE: One (1) chapter per week per subject.**

Home Instruction is not an easy or an effective way to learn. At best, it is better than nothing at all. Try to avoid it!!!

**REMEMBER:**

**Any student on Home Instruction in June is to be in school in September.**

**The Home Instructor sets the days and times to meet  
in agreement with the parents**

**NO** instruction will be given after school is over. If your exams are not completed by then, you will have to come in during the summer time to make them up. Arrange this with your guidance counselor.

When you return to Cumberland Regional High School, please bring a medical note and report to MRS. Amy Draggoo, in the Child Study Team Office. Any questions/concerns call 451-9400 ext. 222, Mrs. P. Giunta, Child Study Team Secretary.

**SPECIAL NOTE:**

**All assignments must have your name, date, assignment number, assignment pages and the name of the teacher to whom the assignments are to be returned.**

**REMINDER:**

Assignments have **due dates**. If they are not on time, a failing grade may be given.

If you **cannot meet a due date, your parent must call** and discuss the matter with your regular teacher. There is no time for "I will make up the work when I get back."

Your classroom teachers take Home Instruction very seriously. It is hard to understand why a student is on Home Instruction and working or attending school activities, except in very unusual circumstances.

Any exceptions to the above will be addressed in the Individualized Education Plan (IEP) at the time of initiating Home Instruction.

Should you have any questions, please contact our Child Study Team Office at 451-9400 ext. 222.

**THE PARENT OR ADULT MUST BE PRESENT FOR THE HOME INSTRUCTION.**

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APPROVED BY: **Cumberland Regional Board of Education**  
 DATED: **February 12, 2009**  
 AMENDED: