



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 10/16/2024

Coordinator, Homebound Instruction Services

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Homebound Coordinator Plans, assigns, and manages the work of program teams providing services to students who are temporarily unable to attend school; provides consultative support to staff as needed; ensures that staff is properly trained and that assigned program uses current best practices; manages and analyzes data; manages budget; collaborates with schools and central office staff; and performs related duties as required or assigned.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Supervises the planning, organization, administration, and management of the programs or service for students who are temporarily out of school
- Has responsibility for planning and policy development, staff development, program development and evaluation
- Plans, develops, and provides professional development opportunities for school system personnel
- Assists with the planning, organization, administration, and management of special support programs at homes and community locations
- Provides leadership, support, and programs/resources to meet state mandated requirements for homebound and home-based programs
- Oversees appropriate data collection for future intervention and planning
- Coordinates communication with schools, families and providers for determination of eligibility and need for homebound instruction
- Leads in the development of innovative service delivery models to provide instruction
- Provides supervision for a full-time homebound instructor and coordinates with school-based staff for part-time instructors

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Five (5) years of experience as a school administrator or classroom teacher with department chair, dean or other equivalent administrative experience

Licenses and Certifications

Holds or is eligible for a Virginia Postgraduate Professional License or Pupil Personnel Services License with an endorsement in Administration and Supervision PreK-12

Knowledge, Skills and Abilities

- Ability to plan, manage, and supervise programs and personnel
- Familiarity with instructional technology integration and assessment
- Excellent professional and personal characteristics necessary for working effectively with students, parents, court authorities, school personnel, and other community agencies

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.