

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN 21-22-130  
OCTOBER 2021**

**INTERNAL**

**HOMEBOUND TUTORS  
(DISTRICT WIDE)**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**HOMEBOUND TUTORS INTERNAL- CONTINUOUS RECRUITMENT  
(DISTRICT WIDE)**

**APPLICATION**

Please submit a resumé and a letter of interest for consideration of appointment

**QUALIFICATIONS:**

Candidates must possess a New York State Teaching Certification 1-6

Candidates must possess a New York State Teaching Certification 7-12

**JOB SUMMARY:**

Alternate educational services are provided to any Poughkeepsie City School District student who is within compulsory school age and is unable to attend school due to health, safety or school removal.

Homebound Tutors are assigned student cases on an as needed basis. Once a student has been assigned, the Homebound tutors work with assigned students until reassignment.

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve outcomes for children, the Poughkeepsie City Schools are focused on developing and growing greater access, equity, opportunity, and quality across PCSD. Duties are performed in an out of school setting, normally in homes, libraries, community centers and other public spaces that are conducive to learning and instruction.

**Home Instruction Teachers are expected to:**

- Teach within their certification area of instruction: elementary, secondary, or special education.
- Provide students with the regulatory instructional time (2 hours of instruction daily grades 7- 12 for a maximum of 10 hours a week; 1 hour of instruction daily grades 1-6 for a maximum of 5 hours a week).
- Pick up and return all instructional assignments and materials in a timely fashion.
- Provide academic grades to the home school teacher and the Family & Student Support Services Office.

- Accept student assignments when contacted – Homebound tutors teach all subjects the student is taking and grade all assignments. Lab work will need to be completed for students taking Living Environment or Earth Science.
- Communicate professionally at all times, with students and families.
- Serve as facilitator of learning, maintaining contact with the student's home school.
- Pick up and return all instructional assignments in a timely fashion.
- Call the home instruction office when you will be absent from instruction with the assigned individual.
- Submit an original time card on a bi-weekly basis as outlined on the payroll schedule. Fax or copy time cards will not be accepted.
- Make arrangements with the student's home school to administer the NYS assessments if the student is out for a medical reason, and unable to return to their home school for testing.
- Fill out appropriate requests for NYS Regents Exams if the student is out for medical reasons and is unable to return to school for exams. (HS Only)
- Keep a log of grades to be submitted to teachers as agreed upon.
- Attendance is to be submitted to the home instruction office every two weeks along with a timesheet.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

Attendance to be submitted to the home instruction office every two weeks along with a timesheet.

**SALARY:**

**PPSTA Rate- Active PPSTA Members**

**\$32/Hour - Non PPSTA Member**

*\*Travel time is not included in the mandated instructional time. Home Instructors are not paid for travel time to or from any assignment. Teachers are not paid for phone calls made to the home to initiate home instruction.*

**FINAL DATE**

**FOR FILING:            Continuous recruitment**

**SEND ALL INTEREST TO:**

<https://olasjobs.org/>  
[hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)

Dr. Timothy Wade  
 Assistant Superintendent of Administrative Services  
 18 South Perry St.  
 Poughkeepsie, NY 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.