



Pulaski County Public Schools

Special Education Programs
202 North Washington Avenue, Pulaski, VA 24301
Telephone: 540-994-2545 Fax: 540-994-2560

HOMEBOUND/BASED TEACHER AGREEMENT

RE: _____

(Student Name)

- Persons are eligible to be hired to work with homebound/based students who are current employees or are on the approved substitute list provided by personnel and should have a current teaching license in the State of Virginia. The homebound instructor will be assigned by central office on a case by case basis. (i.e. Teachers should not offer to serve as instructor during meetings.)
- The classroom teacher is the responsible party for all instructional planning and evaluation of the student. The homebound/based employee serves primarily as a “facilitator.”
- The homebound/based coordinator in each school is the point of contact and responsible party for communicating with the homebound/based instructor, *as well as communication to Sandy Williams, homebound/based coordinator at SBO* and assuring that the instruction is occurring according to the IEP/504 plan.
- The homebound/based facilitator/instructor is responsible for reporting any concerns to the school homebound/based coordinator.
- Homebound/based facilitator salary is as follows: \$25.00 per hour for teaching students regardless of number of students. Time sheets must be submitted on a monthly basis. **Time sheets must be submitted on the last day of the month and will be paid on the 15th of the following month.** **DO NOT hold time sheets from month to month.**
- A tracking log for each student should accompany the time sheet. The tracking log will be **on the back of the homebound time sheet.** Please update and put notes on this log as applicable.
- Timesheets must be signed by the parent or the student if 18.
- A responsible adult must be available in the home when the homebound/based facilitator is scheduled to be present.
- The homebound/based facilitator is responsible for reporting any concerns to the school homebound/based coordinator.

I understand and am aware of the terms of this contract.

Employee Signature

Homebound/based Coordinator’s Signature

Prior to homebound/based hours beginning, this contract along with homebound/based paperwork needs to be submitted to Sandy Williams PCPS-Central Office.