

JOB DESCRIPTION

Job Title	Coordinator Homebound Home Hosp and Pregnancy Rel Svcs Program	Job Title Code	126700
Reports to	Director	Wage/Hour Status	Exempt
Dept/School	SPED Instructional Services	Pay Grade	106
		Date Revised	December 4, 2025

Primary Purpose

Manage the administration of the Homebound, Home-Hospital and Pregnancy Related Services (PRS) Programs to include the coordinating of assigned student services, supervision of operations and personnel. Provide leadership to ensure high standards of instructional services for general education, and special education. Oversee compliance with federal, state, and district policies.

Education/Certification

- Master's Degree
- Valid Texas Principal Certificate
- Instructional Leadership Development (ILD), and/or Advancing Educational Leadership (AEL) and Texas Teacher Evaluation and Support System (T-TESS) Certified

Special Knowledge/Skills

- Leadership ability in working with teachers and students in instructional and managerial administration
- Demonstrate understanding of instructional planning and timely delivery pacing by providing standards-based, data-driven, differentiated instruction that engage students, incorporate appropriate use of technology, and make learning relevant for today's learners
- Demonstrated ability as a classroom teacher
- Working knowledge of curriculum and instruction
- Knowledge of instructional administration
- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate support services
- Knowledge of Special Education regulations

Experience

- Three (3) years teaching experience

Major Responsibilities and Duties

Instructional and Program Management

1. Manage the administration of the Homebound, Home-Hospital and Pregnancy Related Services (PRS) Programs.
2. Coordinate student services for all qualifying students by assigning students to teachers, collaborating with school administration, counselors, nurses and maintaining all documentation as required by the Texas Education Agency to include but not limited to, all placements and dismissals, doctor letters placing or returning to school, teachers log, collect and verify all extra duty time sheets and any other required documentation.
3. Attend all ARD, 504 and PRS Intake meetings for students considered or who qualify for Pregnancy Related Services, Special Education Homebound, and General Education Homebound.
4. Cooperate with program teachers, campus administrators, district instructional teams and other appropriate staff in meeting instructional goals, objectives, and methods.

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5. Coordinate the instruction of intermittent homebound, students temporarily hospitalized within district boundaries and Compensatory Education Home Instruction (CEHI) students with the student's classroom teachers and with homebound teachers.
6. Assist teachers in developing lessons and maintaining a classroom environment conducive to effective teaching in various settings.
7. Assist special education teachers by demonstrating the use of a variety of instructional techniques for the appropriate grade levels and/or placements, to include ARD Preparation, documentation, and the development of Individual Education Plans.
8. Assist in providing instructional resources and materials to support teaching staff in accomplishing instructional goals for PK – 12th students.
9. Assist in the management of administrative functions, which include support services and registration.
10. Provide information to parents of students who are hospitalized and assist parents with the registration process.
11. Assist in supervising compliance with Bilingual Education and LPAC requirements.
12. Attend training for STAAR, End-of-Course Exams (EOC), TELPAS Assessment.
13. Train teachers prior to administering all state-mandated K-12 assessments.
14. Schedule, prepare and manage material for all state-mandated assessments for elementary, middle and high school testing for Homebound, Hospital and PRS.
15. Work collaboratively with other members of faculty and staff to determine instructional goals, objectives, and methods according to district and campus requirements.
16. Work to establish and maintain open lines of communication with students, parents, and teachers concerning the broad academic and the behavioral progress of all students assigned to these programs.
17. Attend districtwide leadership and instructional meetings to obtain information for all programs and grade level needs.
18. Communicate with the Director of Curriculum and Instruction, Special Education and Special Services the need for staff development for instruction and/or use of materials and equipment.
19. Plan and provide staff development to promote improvement of instruction.
20. Maintain a qualified pool of teachers throughout the district to assist with after duty assignments as needed.
21. Perform other duties as assigned by the supervisor.

Monitor Programs

22. Conduct classroom observations and serve as appraiser for T-TESS teacher evaluation system.
23. Evaluate and provide documentation to the Director of Curriculum and Instruction, Special Education and Special Services regarding progress by maintaining accurate, complete, and correct records as required by law, district policy, and regulations.
24. Maintain accurate records for Homebound, Home-Hospital and Pregnancy Related Services following the policies of the Texas Education Agency and the El Paso Independent School District and provide records as needed for annual audits.

Professional Growth and Development

25. Promote the professional growth of the staff by presenting professional development programs that meet the individual and group needs of professional and auxiliary personnel.
26. Attend professional development as directed.
27. Participate in activities to enhance personal leadership skills.

Personnel Management

28. Determine staff assignments according to Homebound, Hospital and Pregnancy Related Service Program needs.
29. Identify areas of instruction that need improvement and suggest alternatives.
30. Supervise and evaluate clerical personnel in charge of records, and overall assigned duties.
31. Consult with Human Resources in the selection of staff.



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- 32. Maintain accurate records upon which to base recommendations for personnel matters.
- 33. Involve staff in decision-making process.
- 34. Encourage staff to continue in professional growth activities.

Supervisory Responsibilities

Supervise and evaluate the performance of staff assigned to Homebound/Home-Hospital and Pregnancy Related Services

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

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 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.