

GRANBURY INDEPENDENT SCHOOL DISTRICT
Special Programs Department
600 West Bridge Street, Suite 30
Granbury, Texas 76048
(817) 408-4035

CONTRACT AGREEMENT FOR GENERAL EDUCATION HOMEBOUND INSTRUCTION

CONSULTANT: «First_Name» «Last_Name»
 «Address_St»
 «Address_CSZ»
 «Phone»

SOCIAL SECURITY NO.: «SS_»

SCHOOL: Granbury Independent School District

SERVICES: «Services»

«Vita_on_File» «Vita_on_File_YES»

CONTRACT: «ContractRate»

EFFECTIVE DATES: «Effective_Dates»

RESPONSIBILITIES:

Homebound teacher's responsibilities are as follows:

1. Collect from the homebound students' general education teachers' weekly assignments, tests and special projects and implement plans for the curriculum program assigned for each student.
2. Coordinate the dissemination and collection of all student assignments; prepare lessons that reflect accommodations for individual student differences.
3. Present the subject matter according to guidelines established by Texas Education Agency, board policy, and administrative guidelines.
4. Work cooperatively with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.
5. Return completed assignments, tests and special projects to the homebound student's general education teachers for grading.
6. Manage student behavior in the home and administer discipline according to board policies and administrative regulations.
7. Maintain high level of confidentiality regarding student information and program delivery.
8. Compile, maintain, and file all reports, records, and other documents required for instructional purposes.
9. Complete on a weekly basis one "General Education Homebound Instruction Log" per student, and fax this instruction log to the Special Programs Coordinator's secretary.
10. Submit on a monthly basis the "General Education Homebound Time and Travel Log" along with the monthly travel report to the Special Programs Coordinator's secretary for payroll processing.
11. Give a copy of the "General Education Homebound Exit Form" to the campus attendance clerk and to the campus counselor when student is ready for dismissal from homebound services.

District's responsibilities are as follows:

1. Notify homebound teacher of student ready to enter homebound program.

CONTRACT AGREEMENT FOR HOMEBOUND INSTRUCTION (CONTINUED)

«First_Name» «Last_Name»

Page 2 of 2

2. Provide parents with homebound guidelines for effective delivery of instruction during homebound timeframe.
3. Provide homebound teacher with appropriate logs and assignment forms.
4. Pay the homebound teacher for services rendered within 30 calendar days of the billing cycle.

TERMS

Billing will be submitted with a written report of service provided.

With the signing of this contract, it is acknowledged the consultant did not in any way influence or coerce the Granbury Independent School District to extend this contract and there is no conflict of interest involved.

«License_or_Contract»

Brenda Mabery
Special Programs Coordinator

Date

Consultant

Date