



REVISED: 04/09/2025  
Submitted: 04/08/2025

JOB TITLE:	SUPERVISOR HOME/HOSPITAL
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4123
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in meeting the needs of students in the Home/Hospital program and ensures instruction is in compliance with federal law, state statutes and District policies and procedures. Coordinates and monitors implementation and effectiveness of Home/Hospital program; professional learning; supervises and directs the work of support staff as assigned to improve outcomes of students assigned to Home/Hospital.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists designated supervisor in short-range and long-range planning to improve outcomes for students enrolled in Home/Hospital instruction

Assists in coordination of programming and supports programming on behalf of students enrolled in Home/Hospital

Assures compliance with District policies/procedures, Kentucky Administrative Regulations(KAR), and pertinent federal legislation

Provides administrative management and instructional leadership for total operation of the Home/Hospital program

Collaborates with school and District staff to provide professional learning and technical assistance to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Researches current practices in Home/Hospital area(s) to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Coordinates with schools, parents, health care professionals and other outside agencies to resolve issues, develop appropriate programming and to provide instructional services to students enrolled in home/hospital services

Ensures all areas of student and fiscal records are in compliance with federal law, state regulation and District policies/procedures as related to Home/Hospital

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with Kentucky Certification in Supervisor of Instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel, or School Counselor.

Knowledge of federal and state laws regarding home/hospital programs

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Experience in a diverse workplace

Experience adhering to/knowledge of the Individuals with Disabilities Act (IDEA)