



Orleans/Niagara
Board of Cooperative Educational Services
4232 Shelby Basin Road
Medina, New York 14103
1-716-731-6800 Ext. 2224

A N N O U N C E M E N T
S T A F F V A C A N C Y

JOB TITLE	CERTIFICATION/CLASSIFICATION
Home/Hospital Tutors (Part-time)	NYS Teacher Certification
JOB LOCATION	APPROXIMATE EFFECTIVE DATE
<u>Anticipated (initial) assignment:</u> Various Locations in Orleans and/or Niagara Counties	As Soon as Practicable
POSTING DATE	APPLICATION DEADLINE
January 6, 2025	Apply Immediately

BRIEF DESCRIPTION OF POSITION

Individuals to provide temporary, alternative instruction with qualified home/hospital instruction due to illness, suspension, or in transition for subscribing districts. Bi-monthly reports of student instruction and progress are forwarded to districts. Certification in at least one secondary subject is required if providing instruction to secondary students, and certification in elementary education is required if providing instruction to elementary students. \$37.00/hour for instructional time. \$16.00 per student/per week for planning time.

Please download printable application at www.onboces.org or submit on-line application at www.onboces.org and apply for specific position.

The Orleans/Niagara Board of Cooperative Educational Services (BOCES) is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of gender, gender identity or expression, race, color, religion or creed, age, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, reproductive health decision making, or any other classification that is recognized by law as a protected classification. Any person wishing to obtain information about the BOCES procedures for grieving alleged civil rights violations may obtain information by contacting Timothy R. Dunham/Civil Rights Compliance Officer, 4232 Shelby Basin Road, Medina, New York 14103, telephone number (716) 731-6800, extension 3733, e-mail address trdunham@onboces.org. Rev. 10/2024



HOME HOSPITAL TEACHING SERVICE (HHT Service)

PROCEDURES FOR HOME HOSPITAL TEACHERS (TUTORS) 2024-2025

1. **Salary:** Teacher (tutor) pay is \$37.00 per hour of instruction
2. **Certification:** Teachers providing instruction to secondary students should be certified in at least one secondary subject.
Teachers providing instruction to primary students should be elementary certified.
3. **Teaching Time:** Elementary Students receive two (2) hour of instruction per school day, unless otherwise directed.
Secondary Students receive three (3) hours of instruction per school day, unless otherwise directed.
4. **Planning Time:** \$16.00 per student/per week
5. **Travel:**
 - a. No travel time given to your first student assigned for that day.
 - b. If assignment includes two (2) students at different sites, travel will be paid between the two sites at the rate approved by the Board of Education. Mileage rate is set by the IRS and changes January 1st
 - c. If assignment is to a hospital out of our area, the teacher will receive mileage between home, the hospital and return. Parking fees and tolls will be reimbursed when a receipt for such is submitted.
 - d. Forms for mileage reimbursement must be submitted within ten (10) working days after the end of each month, except June. Claims for the month of June must be submitted on the last day of work in June. It will be the teacher's responsibility to timely file mileage reimbursement claims in accordance with this paragraph. Any late claims will be subject to rejection and non-payment.
6. **PROCEDURES:**
 - a. O/N BOCES - HHT service will contact the teacher (tutor) regarding the assignment.
 - b. The Home Hospital Teacher (HHT) (tutor) will be given the name and telephone number of the person at the school regarding the student's situation and **must** call that person back with a start date.
 - c. The tutor will make arrangements with the contact person to get materials, books and assignments.
 - d. The tutor will call the parent and/or guardian to make arrangements to start teaching.
 - e. When tutoring more than one student at a time, additional planning pay will be allowed. Those are the only circumstances under which additional planning pay will be allowed. Additional teaching pay is not allowed when tutoring more than one student at a time.
 - f. The HHT will follow the schools' grading system guidelines.
 - g. A personal vehicle of an HHT tutor is not to be used to transport a student.

7. THE FOLLOWING STEPS MUST BE FOLLOWED:

- a. The parent/guardian must provide a third-party adult to be present at all times while the teacher (tutor) is present, or the teacher must leave the residence.
- b. Should the student or parent/guardian not be present at the scheduled time, the teacher will wait 15 minutes before leaving. The tutor will receive 15 minutes of pay for this inconvenience.
- c. Hours for Home Instruction:
 1. No earlier than 6:00 AM and no later than 8:00 PM unless prior approval is received.
 2. Elementary school students will receive at least 10 hours of instruction per week, unless otherwise directed.
 3. Secondary school students will receive at least 15 hours of instruction per week, unless otherwise directed.
 4. If a tutor is requested by the school district to attend a CSE meeting, then they will receive up to one hour of teaching pay.
- d. Home teaching sessions are held on days when school is in regular session. State law prohibits instruction on Saturday, Sunday, conference days, holidays and/or snow days. Students will not receive instruction on days when state testing is administered in their regular classroom. Tutors may only be used to administer appropriate exams on those days. It is the tutor's responsibility to know when his or her student's school district is not in session or closed.
- e. The tutor should request that the parent/guardian contact their school office should changes occur, such as: the student not being available for a scheduled session; a change of address; or a cancellation of the HHT service.
- f. Student progress reports must be submitted to the student's school district teacher(s) every two (2) weeks, using the school district's reporting procedures.
- g. Teacher time sheets are to be submitted every two (2) weeks based on the payroll schedule established by BOCES. The parent or guardian is required to sign for each session completed. Mail time sheets to: