

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 117-AR-2. HOMEBOUND INSTRUCTOR GUIDELINES

### Personality

#### **Exercises Prudent Judgement:**

1. Is tactful, fair, and impartial.
2. Exhibits sympathetic, empathetic, and realistic responses at the appropriate time.
3. Prevents problems through appropriate decision-making.
4. Is consistent in dealings with students.
5. Avoids sarcasm.

#### **Maintains Personal Hygiene:**

1. Dresses appropriately.
2. Sets a good example for student appearance.
3. Demonstrates good attendance patterns.

#### **Maintains Poise and Composure:**

1. Maintains self-control.
2. Approaches educational tasks with confidence.
3. Presents an appropriate behavior model for children.

Preparation

**Communicates with Parents/Guardians about Student's Progress:**

1. Demonstrates ability to report objectively, accurately, and fairly.
2. Communications reveal positive attitude towards students and their educational program.
3. Conducts conferences in a professional, courteous manner.
4. Initiates communication with parents/guardians when deemed advisable.
5. Maintains current, accurate student records.
6. Completes written reports (report cards, warning notices, I.E.P.) promptly and accurately.

**Demonstrates Appropriate Language Usage:**

1. Uses effective communication skills.
2. Articulates and enunciates in an acceptable manner.
3. Expresses ideas and concepts clearly and concisely -- in written form and orally.
4. Uses proper grammar in written and oral communications.

**Demonstrates a Willingness to Cooperate toward District Goals:**

1. Demonstrates personal enthusiasm and a positive attitude.
2. Effectively implements the philosophy, goals, and priorities of the district.
3. Accepts and performs assigned tasks.
4. Is reliable in carrying out duties.
5. Is prompt and accurate with reports and other school responsibilities.
6. Actively participates on district/school committees.
7. Consistently prepares and utilizes daily lesson plans.
8. Identifies immediate and long-range instructional goals for students.
9. Respects and utilizes students' ideas and experiences.
10. Presentations reveal good organization and thoughtful planning.

**Keeps Abreast of Subject Matter and Special Activities:**

1. Demonstrates in-depth knowledge of subject matter.
2. Strengthens competency by participation in a variety of educational endeavors (workshops, conferences, graduation courses, professional reading, inservice programs).

**Provides Appropriate Instructional Materials to Meet the Student's Needs:**

1. Lesson materials/supplies are available and prepared in advance.
2. Selects material based upon availability (including reading level), interest, and past experience (achievement of the students).
3. Previews materials and evaluates their value to the topic being taught.
4. Demonstrates a knowledge of instructional materials and how to use them in the preparation of lessons.
5. Materials provide opportunities for students to actively participate in class, to demonstrate their knowledge and skills (communication - oral and written, listening, critical thinking, application, evaluation) and to experience success.
6. Chooses material which stimulates the students' curiosity, motivates them to do additional study/research, and promotes creativity.
7. Utilizes a variety of resource materials.

Technique

**Demonstrates Ability to Organize for Instruction:**

1. Classrooms are organized for instruction.
2. Groups effectively when appropriate.
3. Develops and/or uses appropriate instructional materials.
4. Evaluates student progress for more effective instruction.

**Encourages Students with Appropriate Reinforcement:**

1. Assignments are made with purpose -- consistent with instructional goals.
2. Drill and review activities are used to reinforce basic skills/instructional objectives.
3. Acknowledges student contributions.

**Provides an Educational Atmosphere Consistent with Instructional Goals:**

1. Teacher maintains effective classroom management and control.
2. Bulletin boards reflect current topics on student work and are educational in nature.

**Provides for Individual Student Differences:**

1. Fosters a teaching-learning situation to meet the needs of individual students.
2. Groups effectively to provide for different instructional levels.
3. Varies instructional methods and materials to reach all individuals, knowing students learn in different ways.
4. Makes use of support personnel (corrective reading, resource room, parent/guardian volunteers, gifted programs, etc.).

**Utilizes appropriate Strategies:**

1. Uses class time effectively.
2. Evaluates teacher performance in terms of individual student growth.
3. Presents key elements for an effective lesson.
4. Uses methods and materials consistent with instructional goals.
5. Demonstrate effective evaluation techniques.
6. Demonstrates ability to adjust to student needs.
7. Demonstrates effective use of questioning techniques.

Student Reaction

**Students Demonstrate Work/Study Habits:**

1. Students show pride in their work.
2. Students show evidence of progress on the subject at their appropriate level.
3. Students are able to work constructively and independently from the teacher.
4. Students follow teacher's directions, examples, punctuality, and are prepared and cooperative.

**Evidences Communication Skills:**

1. Listening -- students demonstrate comprehension of instruction; students listen to their peers.
2. Speaking -- students are able to express themselves verbally on the subject.
3. Reading -- students are able to read and comprehend the material assigned.
4. Writing -- students are able to express themselves in writing on the subject commensurate with their level.

**Exhibits Behavior Conducive to Learning:**

1. Students demonstrate respect for teachers and facilities.
2. Students demonstrate appropriate behavior.
3. Students learn to evaluate their own work.
4. Students work well independently or in groups.
5. Students respect the rights and opinions of the teachers and their peers and exhibit appropriate conduct.

**Participates in Learning Activities:**

1. Students show interest in class; students are attentive.
2. Students respond to their teacher's questions and ask questions of their own.
3. Students share their experiences, knowledge, and opinions on the subject.
4. Students complete assignments satisfactorily.
5. Students perform satisfactorily in tests and/or assignments.