



Homeroom Teacher **Job Profile**

Reports to, and receives assistance, from:

- Section Coordinator

Collaborates closely with:

- Other Homeroom teachers and therapists
- 1:1 Support Teachers

Essential Responsibilities Include:

1. [Design and setup of homeroom space](#) - teaching materials, furniture, and overall learning environment
2. Design of daily time table of homeroom students
3. Design and execute homeroom class activities
4. Design and deliver instruction in math/language or other core subject area for homeroom students
5. Design, maintenance, and presentation of appropriate [IEP goals and educational reports](#) for each child
6. Organizing and facilitating [Child Study](#) meetings with therapists and teachers in order to draw up each student's learning profile
7. Organizing homeroom meetings to facilitate collaboration among team members
8. Organizing and conducting parent-teacher conferences for homeroom students
9. Proactively communicating with parents, and responding to their queries promptly
10. Attend relevant team meetings and workshops
11. Organizing and/or helping the school organize various functions
12. Mentoring and actively building capacity in the homeroom co-teacher/assistant teachers to help them build capabilities to be lead teachers in the subsequent year. See protocol [here](#)
13. Mentoring and actively building capacity in the homeroom 1:1 support teachers/shadow teachers.
14. In addition to the above, performing all those functions that might be necessary in order to ensure that the school's services are of the nature and quality that will help fulfil its founding vision