



## Guidance, Career Education & Student Well-Being

Email: [HomeInstruction@tdsb.on.ca](mailto:HomeInstruction@tdsb.on.ca)

Home Instruction Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

School Contact: \_\_\_\_\_

Term of Home Instruction: \_\_\_\_\_

Attached is the Weekly Home Instruction Time Sheet to be used for each student.

**Please email [HomeInstruction@tdsb.on.ca](mailto:HomeInstruction@tdsb.on.ca), by 4:30 p.m. (at the latest) on the Monday following your work week. Home Instruction teachers are paid on the same bi-weekly schedule as full time teachers with a delay of, at least, one pay period between the entry of the time sheet and the payment for it. Because of this, late submissions are accepted but there may be a delay of payment for those submissions.**

**NOTE:** Please ensure that the time sheet is filled out completely including student name, reporting period and parental/guardian signature as it cannot be processed without this information.

### Duties of a Home Instruction Teacher

- Connects with the school Principal to determine appropriate program expectations, program goals, and assessment & evaluation protocols and to be connected to the classroom teacher(s)
- Arranges, through school contact, to obtain necessary texts, course(s) of study, materials, assignments, projects, tests, academic information and any other relevant information from classroom teacher(s)
- Prepares and manages the learning platform to deliver home instruction using Brightspace for the allotted number of weekly hours
- Contacts the parent/guardian, after speaking with the Principal and classroom teacher(s), to explain the program and arrange a date and time for the first, and future, in-person or virtual visits
- Maintains regular communication with the classroom teacher(s), and school administration, regarding the student's progress, assignments, etc. and participates in meetings related to the needs of the student when necessary
- Reports educational progress to parent/guardian, Co-ordinator, Guidance, Career Development & Student Well-Being on a regular basis, including a summary report upon discontinuation of home instruction

### Rate of Pay

- The rate of pay is \$38.20 per hour, plus vacation pay and pay for statutory holidays
- Home instruction teachers are paid for actual student contact time only

Thank you for your assistance with the Home Instructional needs of our students.





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Email: [HomeInstruction@tdsb.on.ca](mailto:HomeInstruction@tdsb.on.ca)

To be submitted weekly to the Guidance, Career Development & Student Well-Being Department.

TEACHER'S NAME: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

REPORTING PERIOD: From \_\_\_\_\_ To \_\_\_\_\_  
Sunday Saturday

HOURS OF WORK  
Sun Mon Tues Wed Thurs Fri Sat

The hours worked per day: Report hours worked to 2 decimal places, in increments of 15 minutes (.25), as follows:

1.00 = one hour (60 mins)    .5 = half hour (30 mins)    .25 = quarter hour (15 mins)

Parent Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Coordinator Approval: \_\_\_\_\_

