

WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Building Teaching Assistant

Qualifications:

- Bachelor's Degree
- Demonstrated aptitude for work to be performed
- Successful completion of a Criminal Record Check (C.O.R.I.), Sexual Offender Record Check (S.O.R.I) and fingerprints
- Passion for working with children/students
- Basic knowledge of child growth and development
- Knowledge of basic behavioral strategies
- Knowledge of basic learning strategies

Evaluated by: Principal or Designee

Job Goal: The job goal of the Building Teaching Assistant is to work under the guidance of designated administrators to support the supervision and management of students throughout a variety of aspects of the school day. Work may be carried out in the classroom, in the cafeteria or in other areas of the school building as needed on a day to day basis. This position requires a willingness to be flexible and willing to adapt to changing needs throughout the school year.

Work Year: In accordance with the Wellesley Teachers Association – Unit C

Salary/Benefits: In accordance with the Wellesley Teachers Association – Unit C

Performance Responsibilities:

1. Establish rapport and respectful, trusting relationships with students, acting as a role model and maintaining high expectations.
2. Facilitate study-halls as needed according to school and district policies.
3. Ensure student safety and adherence to school policies and practices.
4. Supervise students during the lunch period in the cafeteria and, with staff assistance, maintain a safe and inclusive, and sanitary space for students to eat.
5. Cover a homeroom or classroom as necessary if a substitute is not available.
6. Assist as a member of the school office support team as needed.

Essential Functions of the Job:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times, and notify appropriate personnel when absent.

2. Physical agility and strength to perform job-related tasks appropriate for the age and/or grade level.
3. Ability to complete district approved de-escalation and safety training.
4. Integrate into the classroom setting, working under the direction of the classroom teacher and/or special education department head to support student engagement.
5. Adapt and acquire new skills and knowledge and use them consistently to support student engagement with learning activities, social interactions, and the school day.
6. Have a flexible attitude, work well in teams, be responsive and able to adjust when changes in routines are made.
7. Work in multiple classrooms or environments during the school day.
8. Ability to move with student from one school environment to another.
9. Ensure confidentiality regarding all personal information and educational records concerning students and their families.
10. Maintain professional boundaries with students and their families.

Revision Date: 5/24/18