

WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Kindergarten Teaching Assistant

Qualifications:

- Bachelor's Degree
- 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 young children
- Basic knowledge of child growth and development
- Knowledge of basic behavioral strategies
- Knowledge of basic learning strategies
- Experience working with young children in a school setting preferred
- Working knowledge of kindergarten curriculum is preferred

Job Goal The job of the kindergarten teaching assistant is to work under the guidance of the building principal, lead kindergarten teacher, and building based literacy/ math specialists. Other responsibilities involve helping the teacher address student needs including assisting with interventions, and providing individualized support to students. The kindergarten teaching assistant may also be called upon to manage the classroom and students, as needed.

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. Small group instruction/assistance for math, reading, writing and other activities
2. Help maintain a safe classroom environment
3. Substitute for classroom teacher and other educators within the building when necessary.
4. Assist with classroom preparation, organization and clean up when necessary.
5. Support the social and emotional needs of students through positive relationship building, appropriate support and engaging instruction.
6. Assist children in dressing for inclement weather.
7. Assist children in the cafeteria.
8. Monitor and ensure physical and social-emotional safety on the playground.

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. Ensure confidentiality regarding all personal information and educational records concerning students and their families.
5. Maintain professional boundaries with students and their families.
6. Participate, complete and adhere to all district wide mandatory trainings, inclusive of: confidentiality, conflict of interest, technology use, and security requirements.
7. Have a flexible attitude, work well in teams, be responsive and able to adjust when changes in routines are made.
8. Adapt and acquire new skills and knowledge and use them consistently to support student engagement with learning activities, social interactions, and the school day.

Revised: 5/24/18