

WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Reading Interventionist Paraprofessional

Qualifications:

- Bachelors 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 learning strategies
- Knowledge of basic behavioral strategies
- Literacy background preferred

Evaluated by: K-5 Department Head of Literacy or Designee

Job Goal: The Reading Intervention Paraprofessional raises the literacy achievement of students who are not achieving grade-level expectations in reading by providing direct instruction in individual and small groups within or outside of regular classroom settings.

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. Provide direct instruction to students identified as eligible for reading intervention in individual and small groups within or outside of regular classroom settings.
2. Plan and prepare daily Leveled Literacy Intervention (LLI) lessons.
3. Implement instructional strategies within LLI to ensure reading progress.
4. Assess and monitor student progress weekly with running records.
5. Maintain accurate and complete records of student progress.
6. Support the social and emotional needs of students through positive relationship building, appropriate support and engaging instruction.
7. Work collaboratively with Literacy Specialists, classroom teachers, other Reading Intervention Paras and the Department Head.
8. Assist classroom teachers and Literacy Department with district-wide Benchmark Assessment System (BAS) and DIBELS assessments.
9. Actively participating in professional development provided by the Literacy Department.
10. Perform other responsibilities as may be assigned by the Literacy Department or school Principal.

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 department head of literacy 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. Maintain flexibility in day-to-day priorities set to reflect changing student needs.
7. Work in multiple classrooms or environments during the school day.
8. Able 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