**WELLESLEY PUBLIC SCHOOLS**

**Wellesley, MA**

**Job Description**

**Title:** Math Interventionist Paraprofessional – Elementary K-5

**Qualifications:**

* Bachelor’s Degree
* Passion for working with children
* Mathematics background preferred
* Knowledge of math teaching strategies
* Ability to engage children in learning
* Strong communication skills
* Strong collaboration skills
* Successful completion of a Criminal Record Check (C.O.R.I), Sexual Offender Record Check (S.O.R.I.) and fingerprints

**Evaluated by:** K-5 Department Head for Mathematics or Designee

**Job Goal:** The Mathematics Intervention Paraprofessional raises the mathematics achievement of students who are not meeting grade-level expectations in mathematics by providing direct instruction in mathematics in individual and small groups within or outside of the 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:**

* Plan and provide instruction to students identified as eligible for math intervention in individual and small groups within or outside of the regular classroom settings.
* Assess and monitor student progress weekly.
* Maintain accurate and complete records of student progress.
* Support the social and emotional needs of students through positive relationship building, appropriate support and engaging instruction.
* Work collaboratively with the mathematics specialist/coach, classroom teachers, principal, and the Department Head.
* Actively participate in professional development provided by the math department.
* Perform other responsibilities as may be assigned by the math department dead or the school principal.

**Essential Functions of the Job:**

* Maintain a record of regular attendance, arrive and depart at specified contractual times, and notify appropriate personnel when absent.
* Physical agility and strength to perform job-related tasks appropriate for the age and/or grade level.
* Ability to complete district approved de-escalation and safety training.
* Integrate into the classroom setting, working under the direction of the classroom teacher, department head, or math specialist to support student engagement.
* Adapt and acquire new skills and knowledge and use them consistently to support student engagement with learning activities, social interactions, and the school day.
* Maintain flexibility in day-to-day priorities set to reflect changing school needs.
* Work in multiple classrooms or environments during the school day.
* Able to move with student from one school environment to another.
* Ensure confidentiality regarding all personal information and educational records concerning students and their families.
* Maintain professional boundaries with students and their families.

**Revision Date:** 4/1/2019