



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Building Teaching Assistant

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 activities throughout 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 to adapt to changing needs throughout the school year.

Performance Responsibilities:

- Establish rapport and respectful, trusting relationships with students, acting as a role model and maintaining high expectations.
- Facilitate study-halls as needed according to school and district policies.
- Ensure student safety and adherence to school policies and practices.
- 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.
- Cover a homeroom or classroom as necessary if a substitute is not available.
- Assist as a member of the school office support team as needed.

Essential Functions of the Job:

- Maintain a record of regular attendance, arrive and depart at specified contractual times, and notify appropriate personnel when absent.
- Ability to complete district approved de-escalation and safety training.
- Integrate into the classroom setting, working under the direction of the classroom teacher and/or special education department head 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.
- Have a flexible attitude, work well in teams, be responsive and able to adjust when changes in routines are made.
- Work in multiple classrooms or environments during the school day.
- Ability to move with students 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.

Qualifications:

- Bachelor's Degree preferred
- 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

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

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

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

Revised date: 05/24/18

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