



## **WELLESLEY PUBLIC SCHOOLS**

### **Wellesley, MA**

### **Job Description**

**Title:** Kindergarten Teaching Assistant

**Job Summary:** 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.

#### **Performance Responsibilities:**

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

#### **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.
- Ensure confidentiality regarding all personal information and educational records concerning students and their families.
- Maintain professional boundaries with students and their families.
- Participate, complete and adhere to all district wide mandatory training topics, including confidentiality, conflict of interest, technology use, and security requirements.
- Have a flexible attitude, work well in teams, be responsive and able to adjust when changes in routines are made.

- Adapt and acquire new skills and knowledge and use them consistently to support student engagement with learning activities, social interactions, and the school day.

**Qualifications:**

- Bachelor's Degree preferred
- 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

**Evaluated by:** Principal

**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

**Formatting revised:** 1/21/26