



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Teaching Assistant: Multilingual Learners

Job Goal: The Teaching Assistant: Multilingual Learners will support students who are in the early stages of adapting to U.S. culture and have English language skills at the entering or beginning stages.

Performance Responsibilities:

1. Establish rapport and respectful, trusting relationships with students
2. Provide linguistic assistance to multilingual learners
3. Help multilingual learners become oriented to the structures and routines of the school day, including arrival, transition, and dismissal routines
4. Support students' ability to access learning activities and academic content
5. Provide clarification of teachers' directions and an outline of learning activities
6. Prompt students throughout lessons to ensure they remain engaged and on task
7. Provide encouragement and positive reinforcement when appropriate
8. Ensure students' safety and support their adherence to classroom rules and expectations
9. Communicate observations and concerns of multilingual learners to staff in the Multilingual Learner Education program
10. Facilitate the use of instructional technology to support student learning
11. Ensure confidentiality regarding all personal information and educational records concerning students and their families
12. Work in multiple classrooms or environments during the school day
13. Perform other related tasks or duties at the discretion of the Director of Multilingual Learner Education, their designee, or the principal. Such tasks would fall within the responsibilities typically assigned to Teaching Assistants.

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
- A strong commitment to helping a wide variety of culturally diverse students achieve their full potential

Evaluated by: Director of Multilingual Learner Education

Work Year: 182 days, in accordance with the Unit C contract

Salary/Benefits: Compensation is based upon the Group 1 (General Education Teaching Assistants) wage scale. Benefits are in accordance with terms of the Unit C contract.

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 walk; 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.

School Committee Approval Date: September 10, 2024