



**WELLESLEY PUBLIC SCHOOLS  
Wellesley, MA  
Job Description**

**Title:** Reading Support Professional

**Job Summary:** The Reading Support Professional 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.

**Performance Responsibilities:**

- Provide direct instruction to students identified as eligible for reading intervention in individual and small groups within or outside of regular classroom settings.
- Plan and prepare daily Leveled Literacy Intervention (LLI) lessons.
- Implement instructional strategies within LLI to ensure reading progress.
- Assess and monitor student progress weekly with running records.
- 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 Literacy Specialists, classroom teachers, other Reading Support Professionals and the Department Head.
- Assist classroom teachers and Literacy Department with district-wide Benchmark Assessment System (BAS) and DIBELS assessments.
- Actively participating in professional development provided by the Literacy Department.
- Perform other responsibilities as may be assigned by the Literacy Department or 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.
- 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 department head of literacy 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 student needs.
- Work in multiple classrooms or environments during the school day.

- Able 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:**

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

**Evaluated by:** Department Head of PreK - Grade 5 Literacy

**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