



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Special Education Teaching Assistant

Job Summary: The role of the Special Education Teaching Assistant is to support the implementation of the Individual Education Program for students with disabilities throughout the school environment, including general education and special education settings. The Special Education Teaching Assistant will provide instructional, social-emotional and behavioral supports needed for student progress toward Individual Education Program goals under the direction of a certified teacher.

Performance Responsibilities:

- Assist with specific student supports, either as individual or small group, with guidance from teaching staff in the implementation of IEP goals and benchmarks and related behavior plans.
- Provide student support services in all environments of the school setting under guidance of special education liaison, related service providers, BCBA, Department Heads and/or Principal.
- Support the academic program, social-emotional needs, behavior programming, physical requirements and ADL's of individually assigned students, as well as, mastering adaptive equipment, assistive technology, and instructional materials in accordance with individual student needs.
- Support the social and emotional needs of students through positive relationship building, appropriate support and engaging instruction.
- Collect data across settings and domains under the supervision of the special educator, related service providers, classroom teacher, and/or BCBA in order to inform them of the progress and challenges experienced by assigned students in addressing their IEP goals.
- As appropriate, provide coverage for special education staff and general education classroom teachers.
- Participate in in-service trainings and meetings, as well as training programs specific to students being served.
- Reinforce learning of materials or skills introduced by classroom teachers or special education staff.

- Work in conjunction with the classroom teacher to support the learning experiences in the classroom, focusing first on the identified students with IEPs and then for the broader group of students. The goal is to be actively engaged in the learning environment, providing support for all learners.
- Implement strategies, accommodations and modifications to reinforce the learning, social-emotional, and behavioral goals of students as outlined in their IEP.
- Support social facilitation throughout all school-sponsored activities.
- Assist in implementing the school wide goals for maintaining a safe environment.
- Promote safety management during non-class times of the school day including but not limited to: recess, lunch, emergency drills, school arrival and departures, hallways, field trips, bathrooms, assemblies, and other situations as deemed appropriate for the grade and level position.
- Perform other job-related tasks and duties as assigned.

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.
- 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.
- Integrate into the classroom setting, working under the direction of the classroom teacher and/or special education department head to support student engagement.
- Maintain professional boundaries with students and their families.

Qualifications:

- Bachelor's Degree preferred
- Demonstrate 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: Department Head 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

Formatting revised: 1/21/26