



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Bridge Program Academic Coordinator

Job Summary: To help students needing intensive support in returning to or transitioning into Wellesley High School to make rapid progress toward achieving credits needed to complete the school year on track for graduation.

Performance Responsibilities:

1. Develops and implements the academic component of the overall case management plan for each student in BYRT.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of students, including modifying existing curriculum and developing modular units allowing BRYT students to rapidly achieve credit.
3. Develops and maintains a work tracking and academic data management system for students in BRYT.
4. Pro-actively communicates with teacher colleagues and school administrators regarding the academic program, requirements, progress, and status of each student in BRYT.
5. Engages in consistent two-way communication with the families of BRYT students to keep them apprised of student progress and gather feedback and information to support student learning and well-being.
6. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
7. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students. Employs instructional methods and materials that are most appropriate for meeting stated objectives, including leading small-group and 1:1 tutoring sessions with BRYT students.
8. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
9. Counsels with colleagues, students, and or parents on a regular basis.
10. Monitors progress of BRYT students who have transitioned out of the program. Assists the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom. Plans and supervises purposeful assignments for graduate interns. Attends staff meetings and serves on staff and or school committees. Participate in staff development programs.

Qualifications:

- Current and Valid MA DESE license as a high school teacher; ESL and Special Education experience preferred; SEI Endorsement is required
- Demonstrated interest in teaching students struggling with complex challenges Evidence of the emotional maturity and stability necessary for the work involved

Evaluated by: Director of Counseling

Work Year: In accordance with the terms of the Wellesley Educators Association Unit A collective bargaining agreement

Salary/Benefits: In accordance with the terms of the Wellesley Educators Association Unit A collective bargaining agreement

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.