



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Student Support Teacher

Job Summary: The Student Support Teacher is a general education position that works with a caseload of students primarily meeting one-on-one or in small groups to support the academic development of students and to strengthen a variety of students' academic and non-academic skills. Working seamlessly with the ARC program and housed in the new WHS Student Support Center, the Student Support Teacher provides general education accommodations including but not limited to organizational strategies, advocacy skills, independent study skills, and extended time for assessments.

The teacher should be a dynamic, positive and creative educator, preferably with high school experience, skilled in supporting students with executive functioning strategies, academic habits, and study skills. The Student Support Teacher will establish and maintain a collaborative and cooperative relationship with the ARC, school counselors, faculty, and the wider high school community, and communicate regularly with the student's core academic teachers, school counselor and assistant principal regarding student needs. The teacher will also be responsible for collecting student data to reflect student progress.

Performance Responsibilities:

- Provides a whole-student approach to academic, emotional, and wellness support, including supporting students with learning differences
- Has weekly one-on-one meetings with each student in their caseload
- Coordinates extended-time testing for students of any grade level
- May meet with additional upper-class students on occasion or regularly, as needed
- Assists in providing weekly guided study support for students throughout the academic year, depending on student need
- Assists one-on-one and in groups with coursework organization, task completion, test preparation and other academic and advocacy support as needed to move the students toward efficacy
- Actively involved in Student Support Teams and able to share insights to determine steps to best support students' continued progress and success
- Collaborates with faculty and staff to provide real-time, student support and assistance
- Collaborates with and navigates personnel relevant to the academic and holistic success of students
- Responsible for developing entry and exit criteria for each student on their caseload in conjunction with the student counselor and assistant principal

- Other duties and responsibilities, as assigned

Qualifications:

- Requisite licensure as defined by the Massachusetts Department of Elementary and Secondary Education (DESE) (General Education/Secondary) and Sheltered English Immersion (SEI) Endorsement.
- Master's degree in Education, Counseling, or related field preferred
- Strong communication skills
- Knowledge and/or experience working with mental health concerns common in at-risk students
- Experience or strong interest in developing and providing workshops for a diverse group of learners geared toward study skills, time management, academic engagement, self-advocacy, and reflection
- At least two years of experience at the secondary level, preferably at the High School level.
- A strong commitment to helping a wide variety of culturally diverse students achieve their full potential.
- Ability to support the development of culturally responsive programs and activities that promote student engagement, family engagement, community involvement and a positive school climate.
- Successful completion of a Criminal Record Check (C.O.R.I.), Sexual Offender Record Check (S.O.R.I) and fingerprints.

Evaluated by: WHS Principal, WHS Director of Counseling

Work Year: In accordance with the Wellesley Educators Association Unit A Collective Bargaining Agreement

Salary/Benefits: In accordance with 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.

School Committee Approval Date: April 2, 2024