



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Therapeutic Learning Center (TLC) Teacher

Job Goal: The Therapeutic Learning Center Teacher works as part of a team of school staff to ensure the success and growth of students in the TLC program.

Performance Responsibilities:

- Teach students specific skills, strategies, and curriculum to help them access all areas across the day;
- Conduct Individual Education Program (IEP) meetings and complete all related paperwork in a timely fashion;
- Monitor student progress - revise IEP according to progress;
- Teach subjects in a substantially separate or alternative environment;
- Prepare students for the transition to the next grade level of their least restrictive learning environment;
- Communicate with school personnel outside of the department;
- Communicate effectively with parents and other stakeholders;
- Participate in professional development;
- Comply with all applicable state and federal regulations;
- Attend all departmental and school-wide meetings;
- Receive and maintain Safety Care certification; and
- Other duties as assigned.

Qualifications:

Requisite licensure as defined by the Massachusetts Department of Elementary and Secondary Education (DESE) (Special Education/Elementary) and Sheltered English Immersion (SEI) Endorsement.

Experience implementing all parts of the IEP process and educating neurodivergent students.

Excellent oral and written communication skills.

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: Building Principal and Special Education Department Head

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 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: April 2024