



SPRINGFIELD DREAM CENTER
829 W. ATLANTIC STREET
SPRINGFIELD, MO 65803

JOB DESCRIPTION

DC Academy | Springfield, Missouri

DC Academy Specialist

Part Time: 20 hours a week | Start Date August 12, 2024

Monday – Friday 2-6pm

*some flexibility may exist for class schedule conflicts

In person dates August 12, 2024 – May 23, 2025 with extended days if school year extends.

Available training prior to in person dates.

Purpose Statement

The job of the DC Academy Specialist was established for the purpose/s of helping students develop and strengthen social and emotional skills through specialized learning opportunities. This includes the subject areas of SEL, arts, STEM, and body movement. Specialists in these areas focus on bringing SEL lessons into everyday activities to reinforce learning opportunities. This will happen through specialists planning lessons for their area of concentration, implementing lessons, and approaching each classroom with a trauma-informed leadership style. Specialists will also help create structure while modeling grace and approaching classrooms of kids with a poverty sensitive mindset. Specialists will work directly under the DC Academy Director or designee.

Essential Functions

- Plan and complete lesson plans for class in a timely manner.
- Implements instructional learning activities for the purpose of improving students' social and emotional skill.
- Assists students, individually or in small groups, with lessons pertaining to focus area.
- Attends meetings with DC Academy Director and training staff for the purpose of reviewing and coordinating activities and learning new techniques.
- Assists homeroom teachers with students as needed.
- Monitors individuals and groups in a variety of settings for the purpose of enforcing academy expectations and procedures regarding student behavior and maintaining a safe environment.
- Promote good, positive habits for the purpose of improving the quality of students' outcome and encouraging student development.

- Assist in walking students to academy for the purposes of providing safe procedures and enforcing DC walking expectations pertaining to safety.

Other Functions

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, knowledge and abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Additional book readings and trainings will be required to increase skills and knowledge.

KNOWLEDGE is required to quickly adapt classroom management, schedules or teaching tactics to better fit the students' needs. Knowledge of poverty, classroom management and social/emotional coping skills will be used daily.

ABILITY is required to schedule activities, collect data and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances. Problem solving is required to identify issues and come up with potential solutions. Functions of the job will include: communicating with kids from a diverse poverty background, maintain confidentiality, setting priorities, working on a team, working with constant interruptions, being attentive to detail, display tact and courtesy, and lead classes in sports or the arts.

Responsibility

Responsibilities include: working on a team, providing information and/or advising others, operating within a defined budget. Maintaining schedules, safety and providing emotional/social support will also be responsibilities of the teacher. There is opportunity to affect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 35% walking and 50% standing. The job is performed in a clean atmosphere under conditions with some exposure to risk of injury and/or illness.

Education/Experience

History of working with students in a teaching environment is preferred.

Clearances

Background check through FCSR and Protect My Ministry

Registered and cleared through Family Care Safety Registry

Physical and TB test (with correct paperwork through MO License Exempt requirements) The Springfield Dream Center reserves the right to random drug test when needed.

Schedule

Monday-Friday 2:00-6pm

DC Academy follows the Springfield Public School schedule for inclement weather.

Specialist Roles Available

The following are specialist roles for the 2024-2025 school year:

SEL Coach: This role will encompass leading three SEL lessons each week (There will be about 30 minutes for this lesson). You will either be a lower grade level SEL teacher for 1st&2nd and 2nd &3rd or upper grade level SEL teacher for 3rd& 4th and 4th&5th. You will construct one lesson for each day but teach it twice that day. You will submit a lesson plan outline to Julie or Matt each week. You will also assist a homeroom teacher during homeroom time.

Creative Coach: This role will encompass leading a creative activity for three days each week. You will either come up with some kind of art project, STEM project, video project, science experiment, or something else approved by Julie or Matt. There will be approximately 30 minutes provided for this lesson and you will have two groups each day. You will submit a lesson plan outline to Julie or Matt each week. You will need at least two different activities each week. You will also assist a homeroom teacher during homeroom time.

Movement Coach: This role will encompass leading a movement activity for three days each week. You will come up with a physical activity for students to learn team building skills. This could be a sport, a connection game, relays, or another activity approved by Julie or Matt. There will need to be time spent explaining and demonstrating the game to students as well as time at the end debriefing the importance of communicating, teamwork, and having a good attitude. You will also assist a homeroom teacher during homeroom time.