



SPRINGFIELD DREAM CENTER  
829 W. ATLANTIC STREET  
SPRINGFIELD, MO 65803  
417-720-1065

## JOB DESCRIPTION

DC Academy | Springfield, Missouri

### **DC Academy Assistant Teacher**

Part Time: 18.5 hours a week | Start Date August 15, 2022 with paid training hours over the summer.  
Monday-Friday 2:00-5:40pm

### **Purpose Statement**

The job of the DC Academy Teacher was established for the purpose/s of helping students develop and strengthen social and emotional skills by providing assistance, teaching moments and support in the after-school program. Assistant Teachers will be responsible for assisting lead teachers with individual students, scheduling, diversions and volunteer leaders. Assistant Teachers will also help create structure while modeling grace and approaching classrooms of kids with a trauma and poverty sensitive mindset. Assistant Teachers will each be given a leadership area to help lead/grow as a leader. This could be snack, body movement, art or implementing lessons. Assistant Teachers will work directly under classroom teachers, and DC Academy Directors.

### **Essential Functions**

- 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 character or enrichment programs/goals of the day.
- Attends meetings with DC Academy Directors and training staff for the purpose of reviewing and coordinating activities and learning new techniques.
- Monitors individuals and groups in a variety of settings (e.g. classroom, hallways, gym, special classes) 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.
- Works alongside lead teachers to best serve the students in the classroom.

- Maintains licensing requirements for classrooms.
- Complete trauma informed certifications and lead accordingly.

### **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, utilizing trauma informed training techniques, 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 25% sitting, 25% walking and 50% standing. The job is performed in a clean atmosphere under conditions with some exposure to risk of injury and/or illness.

#### **Experience**

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

#### **Education**

30 hours of college education completed 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

**Training**

Upon hiring, applicant must complete mandated reporting certification.

Upon hiring, applicant must complete basic and advanced trauma informed care classes.

Applicant will need their own computer or may check out a DCA Chromebook.