



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

## JOB DESCRIPTION

DC Academy | Springfield, Missouri

### **DC Academy Teacher**

Part Time: 25 hours a week | Start Date August 15, 2022 with additional paid training hours.

Monday – Friday 2:30pm-6pm in classroom

Monday – Friday 1-2:30pm onsite planning and meetings\*

\*some flexibility may exist for class schedule conflicts

### **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. Teachers will be responsible for assisting with planning of curriculum and implementing enrichment/character lessons. Teachers will also help create structure while modeling grace and approaching classrooms of kids with a poverty sensitive mindset. Teachers will work directly under the DC Academy Director or designee.

### **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 Director and training staff for the purpose of reviewing and coordinating activities and learning new techniques.
- Maintains classroom equipment, work area, student's files/records for the purpose of ensuring availability of items and providing reliable information.
- 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.

## **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 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 teaching environment is preferred.

### **Education**

BA/BS 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 1:30-6pm

**Additional hours required before or after for curriculum, planning and trainings.**

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