



Position Description for Gerald Dawkins Academy 2025-2026 School Year

Title: Elementary Teacher
Status: Full-time
Pay Range: Commensurate with Experience

If most of the items listed below resonate, you will be highly motivated and energized at Gerald Dawkins Academy.

- Possess a strong desire to make an impact in education, especially in areas that have historically lacked necessary supports and resources
- Practices creative problem solving, while leaning on outside of the box thinking
- Motivated by results and achieving positive outcomes
- Acts as a self-starter by identifying opportunities for improvement and taking initiative
- Exhibit a forward-thinking mindset when making decisions or solving problems
- Thrive in a complex and challenging environment where each day is new

Job Summary

The Elementary School Teacher is a highly qualified teacher responsible for the instruction of academic, social, and motor skills to elementary school students.

Duties and Responsibilities

- Teaches reading, language arts, social studies, social skills, mathematics, science and other subject matter areas commonly found in a comprehensive elementary school education program
- Utilize an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans
- Develops lesson plans and instructional materials and provides individualized and small group instruction to adapt the curriculum to the needs of each student
- Uses a variety of instructional strategies, such as inquiry, group discussion, lecture, discovery, etc
- Translates lesson plans into learning experiences to best utilize the available time for instruction
- Review, analyze, and evaluate individual student histories and background in order to design instructional programs to meet individual needs
- Review, analyze, evaluate, and report pupil academic, social, and emotional growth
- Counsel and confer with parents, school, and district personnel regarding pupil progress
- Cooperatively pursue alternative solutions to pupil learning problems
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
- Enhance course content in the form of remediation, modification, and enrichment
- Implement students' IEPs and attend IEP conferences as needed
- Grade student work and enter grades into an online grade book in a timely manner
- Evaluate students' academic and social growth, maintain appropriate records, including attendance, and prepare progress reports
- Communicates with parents through conferences and other means to discuss students' progress and interpret the school program
- Identifies student needs and cooperates with other professional staff members in

assessing students' health, attitude, and learning problems

- Works closely with building level coaches to positively impact student growth and learning
- Recognizes the relationship between social-emotional learning and academic performance and aspires toward developing and teaching the whole child
- Maintains order in classroom and on playground

Credentials and Experience

- Bachelor's Degree in Elementary Education required
- Current Michigan Teaching Certification
- Criminal Justice Fingerprint/Background Clearance
- Ability to utilize data to carefully and thoughtfully plan instruction tailored to each student on an ongoing basis

Physical Demands / Work Environment

- Work is primarily performed in the classroom environment. Classrooms are dynamic with a high level of activity. Work may also be performed at community sites for field trips
- Candidate must be able to lift up to 25 pounds
- Stand for up to 75% of the day
- Assume postures in low level positions that best allow physical and visual contact with children
- Must be able to sustain a high level of energy
- Bend to perform various tasks throughout the day, as well as stoop/sit on the floor
- Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
- Both indoor and outdoor environment are typically found in a school environment
- Depending upon activities and season, may be required to be outdoors for regular, prolonged activities
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
- Must be able to excel in an ambiguous and continuously changing, competitive environment
- Work hours may vary to meet the needs of the children
- Candidate will be faced with a variety of issues daily, which will require the individual to respond quickly and appropriately to accommodate the changing needs of children

Interested applicants can apply on Indeed or email resume to Angela O'Brien at aobrien@centerforsoundliteracy.org.

