

Private School Academic Teacher K8

Grand Rapids Public Schools

The Potter's House - Grand Rapids, Michigan [Open in Google Maps](#)

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Job Details

Job ID: 5351774
Application Deadline: Posted until filled
Posted: Aug 26, 2025 4:00 AM (UTC)
Starting Date: To Be Determined

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GRPS MISSION: Our mission is to ensure that all students are educated, self-directed and productive members of society.

Private School Academic Teacher (GREA) – Title I

Department: Community and Student Affairs
Bargaining Unit: Grand Rapids Education Association (GREA)
Salary: Determined by the collective bargaining agreement

JOB SUMMARY

The academic teacher in the Private Schools is responsible for teaching students in the core academics.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

- Responsible for teaching identified Title I students.

- Responsible for providing a pre-test (or use existing and current data) to each Title I student and record data on proper form.
- Provide students with effective instructions.
- Develop detailed, accurate and concise lesson plans for each subject area; plan and provide appropriate educational supplemental activities to meet both group and individual needs of the students in the classroom.
- Responsible for the coordination of Title I program with identified students.
- Responsible for approaching students with a positive attitude with the expectation that students will learn and grow.
- Responsible for making lesson adjustments as needed to help students experience success.
- Responsible for appropriate documentation, such as keeping a record of dates, length, and content of each tutoring session.
- Responsible for documenting in a log of how his/her time is spent while on the job.
- Responsible for documenting parent contact.
- Responsible for attending staff meetings and in-services as appropriate.
- Responsible for assisting the students with homework to improve performance focus on stimulation and improved attitude towards academics.

QUALIFICATIONS

Education and Experience:

- Current teacher certification is required.
- Experience working with computers required.
- Some positions may require strong technology experience (SMART Board, Document Camera, Read Naturally software, LCD projector), as well as a passion and interest in working with students who are struggling with reading and math, primarily in grades 3-8.

Preferred Qualifications:

- Prefer previous experience working with at-risk Title I students.

Knowledge, Skills, and Abilities:

- Excellent communication skills (verbal and written).
- Demonstrated ability to respect the confidentiality of student information.
- Demonstrated good attendance and punctuality.
- Demonstrated ability to deal with students, parents, and the public in a tactful and courteous manner.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Non-Discrimination

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(616\) 819-2022](tel:6168192022) or humanresources@grps.org.

Position Type: Part-Time

Salary: \$26 Per Hour

Job Requirements

- Citizenship, residency or work visa required

Contact Information

Email: careers@grps.org

Map

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financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.