



da Vinci Schools Job Description

Job Title:	Middle/High School Teacher - Middle School (6-8) & High School (9-12)
Reports To:	High School Principal
Employed By:	Board of Directors
Location:	Jackson, MI
Employment Type:	Professional/At-Will/Exempt

JOB SUMMARY

The Middle/High School Teacher is responsible for designing and delivering high-quality instruction in an assigned content area to students in Grades 6-12. This role requires a commitment to a non-traditional teaching methodology, using Responsibility-Centered Discipline principles to establish an engaging, respectful, and responsible learning environment. The Teacher is expected to effectively differentiate instruction for varied student levels, maintain meticulous digital records, promote positive social-emotional supports, and actively participate in the school's professional growth process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Deliver instruction in the assigned content area utilizing a non-traditional teaching methodology committed to student engagement.
2. Develop and follow curriculum, lesson plans, and mapping guidelines aligned with the state content standards.
3. Provide differentiated instruction and support to effectively work with students at many different levels within the classroom.
4. Teach and provide study skills to foster student organization and independence.
5. Self-reflect on current lessons and activities to promote continuous instructional improvement and maximize student engagement.
6. Establish and maintain an extremely kind, polite, respectful, and responsible learning environment always.
7. Apply principles of Responsibility-Centered Discipline (replacing Nurtured Hearts) and understand and follow PBIS guidelines to consistently promote positive student behavior.
8. Build strong, positive relationships with students, acknowledging that a student's perception is their reality.
9. Hold students accountable for non-negotiable school expectations and address discipline matters consistently.
10. Promote and model positive mental health activities and social-emotional supports.
11. Meticulously record assignments/grades weekly in PowerSchool and Google Classroom.
12. Document discipline, communication, and special education accommodations as required by policy.
13. Supervise passing time at the doorway and welcome students by name to class.

14. Follow all safety and security procedures, including keeping classroom doors locked, and be flexible in carrying out assignments as needed.
15. Review the Staff Handbook and Student/Parent Handbook regularly to ensure procedural compliance.
16. Actively participate in staff meetings and professional development activities to support school and district goals.
17. Communicate with parents about classroom issues, student progress, and positive achievements.
18. Identify and communicate individual professional development needs and annual improvement goals on Pivot.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Certification and Education:**
 - Required: Must hold a current, valid Michigan Teaching Certificate with the appropriate endorsement in the core specific area of teaching (Middle/High School). The Academy shall use certificated teachers according to state board rule, except as otherwise provided by law.
 - Must hold a Bachelor's Degree (BA or BS) from an accredited college or university.
- **Knowledge, Skills, and Abilities:**
 - Demonstrated experience with the use of engagement strategies and differentiated instructional practices for secondary students.
 - Knowledge of and ability to effectively apply the principles of Responsibility-Centered Discipline (RCD) to manage classroom behavior and promote student accountability.
 - Proven ability to administer and evaluate tests and measurements of achievement and use data for instructional planning.
 - Must possess compassion for students, value the child, and be a keen observer of children to establish effective relationships and model respect for and acceptance of all persons.
 - Must be able to use individual teaching methods according to the child's learning style and deliver instruction in a non-traditional manner.
- **Physical Requirements**
 - Job requires extended use of a computer.
 - Ability to sit, stand, walk, speak, and listen.
- **Criminal Background Check**
 - Must satisfactorily meet criminal background requirements as outlined in the Michigan Safety Legislation.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job

description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.