



da Vinci Schools Job Description

Job Title:	Primary Teacher - Primary School (Preschool - Fifth Grade)
Reports To:	Primary Principal
Employed By:	Board of Directors
Location:	Jackson, MI
Employment Type:	Professional/At-Will/Exempt

JOB SUMMARY

The Primary Teacher is responsible for designing and delivering high-quality, data-driven instruction in the Essential Skills to students within an assigned grade level (K-5). This role requires a commitment to a non-traditional teaching methodology and establishing an extremely kind, respectful, and responsible learning environment based on non-punitive discipline principles (such as Glasser). The teacher is expected to be flexible in carrying out assignments, maintain meticulous digital records of student progress and discipline, promote positive mental health, and actively participate in professional development and school improvement efforts.

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 a non-traditional teaching methodology that is committed to student engagement and focused on the Essential Skills curriculum.
2. Develop and follow curriculum, lesson plans, and mapping guidelines to ensure all instruction is rigorous and aligned with grade-level standards.
3. Provide differentiated instruction to address the varying abilities and needs of students within the classroom.
4. Self-reflect on current lessons and activities to promote continuous instructional improvement and student engagement.
5. Teach and provide study skills to foster student independence and organization.
6. Establish and maintain an extremely kind, polite, respectful, and responsible learning environment always.
7. Apply principles of non-punitive discipline (i.e., Glasser) and understand and follow PBIS guidelines to promote positive student behavior.
8. Hold students accountable for non-negotiable school expectations and address discipline matters consistently.
9. Build strong, positive relationships with students, acknowledging that a student's perception is their reality.
10. Promote and model positive mental health activities and social emotional supports.
11. Meticulously record assignments/grades weekly in PowerSchool and Google Classroom.
12. Accurately record student attendance and follow up accordingly.
13. Document discipline, communication, and special education accommodations as required by policy.

14. Supervise students during passing time at the doorway (welcoming students by name), and during other assigned periods (e.g., recess, lunch, dismissal).
15. Follow safety and security procedures, including keeping classroom doors locked, and be flexible in carrying out assignments as needed.
16. Review the Staff Handbook and Student/Parent Handbook regularly to ensure procedural compliance.
17. Actively participate in staff meetings and professional development activities to support school and district goals.
18. Communicate with parents about classroom issues, student progress, and positive achievements.
19. 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:**
 - **Certification:** Required: Must hold a current, valid Michigan Teaching Certificate in the appropriate area. Preference will be given to candidates with Early Elementary Certification. The Academy shall use certificated teachers according to state board rule, except as otherwise provided by law.
 - **Education:** Must hold a Bachelor's Degree (BA or BS) from an accredited college or university.
- **Knowledge, Skills, and Abilities:**
 - Demonstrated ability to design and implement individualized teaching methods according to the specific learning styles and developmental stages of each child.
 - Proven ability to administer and evaluate standardized and classroom tests and measurements of achievement and use the resulting data to inform instruction.
 - Must possess a strong knowledge base in early childhood development and demonstrate the ability to be a keen observer of children in the learning environment.
 - Must value the child and demonstrate compassion for students, consistently fostering a positive, supportive, and respectful classroom environment.
- **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.