



DAVINCI ACADEMY 3rd GRADE TEACHER JOB DESCRIPTION

Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

POSITION TITLE: Third-Grade Teacher

REPORTS TO: Elementary School Principal

POSITION OBJECTIVE: The primary objective of the third-grade teacher is to instruct and support students and to uphold and advance the mission, vision, pillars, and goals of DaVinci Academy.

RESPONSIBILITIES:

- Develop lesson plans and instructional materials, using approved curriculum
- Collaborate with colleagues to reflect on effective teaching practices and work to continually improve skills
- Provide differentiated reading, math, science, social studies, and other instruction to meet the Minnesota K-5 academic standards
- Design lessons with clear, measurable goals that involve an appropriate mix of quality technology programs and engaging learning materials
- Teach approved Core Knowledge curriculum to meet each students' needs
- Establish and maintain a positive classroom environment to achieve an effective learning climate
- Implement and support the positive behavior reinforcement system established by the school and maintain an orderly classroom
- Plan and coordinate the work of the paraprofessionals and volunteers in the classroom
- Keep accurate student records, regularly update grades on Infinite Campus or add to student portfolios

- Prepare and communicate progress reports to families
- Identify student needs and make appropriate referrals to various team members
- Regularly communicate with parents via newsletters, notes, phone calls, emails, Infinite Campus, conferences, etc.
- Maintain and improve professional skills by participating in faculty meetings, various staff development opportunities and formal coursework
- Use data to drive instruction
- Actively participate in the Q Comp program by attending, and being on time for, PLC meetings and frequently contributing ideas that further the school's mission
- Display a willingness to be observed on a regular basis and accept feedback and coaching from team leads and the administrative staff
- Develop and maintain positive working relationships with the DaVinci Academy community, which includes Faculty, Administration, Staff, Parents, and Students
- Perform other duties as assigned.

Qualifications:

- Valid Minnesota Teaching License, preferred Tier 3 or Tier 4, in elementary education
- Demonstrate excellent oral and written communication skills
- Experience using Google Classroom
- Curriculum planning/alignment and instructional experience
- Experience with differentiation
- Willingness to identify, interpret and follow school policies and procedures
- Show initiative and function as a self-starter
- Physical demands: able to stand for long periods of time.

Position Information:

- Salary Range: The 2025-2026 salary range for this position is \$42,024 to \$79,568.00. Salary offers will consider the candidate's experience, education, skills, and DaVinci Academy's budget. Experienced candidates should expect a salary offer around the midpoint of the salary range.
 - In exceptional cases, salaries exceeding the midpoint may be offered to attract candidates for hard-to-fill positions or those with specialized skills. Such decisions will be evaluated on a case-by-case basis.
- Duty Days: Modified year round, 187 duty days per year
- Time Off: 4 paid holidays, 3 days of PTO, and 10 days sick time to accrue
- Benefits eligible
- Start Date: August 11th, 2025

DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>