



Created for Greatness

Positioned for Success

Belton Preparatory Academy 5901 Belton Highway Belton, SC 29627

Belton Preparatory Academy Job Description (Business Education Teacher)

Reports To: Principal

Salary: \$47,000 - \$90,853.00

Location: 200 Knights Court, Belton, SC 29627

Job Type: Full-Time

Opening Date: 2/10//2025

Qualifications:

- Bachelor's degree from an accredited college or university.
- Business Education certification preferred.
- Valid South Carolina teaching certificate preferred.
- Four-year degree and alternative certification will be considered.

Job Summary

As a teacher at Belton Preparatory Academy (BPA), you will have the opportunity to shape students' futures by providing a positive, engaging, and supportive educational experience. Your role will focus on fostering a love for learning and instilling character traits that promote long-term success. You will be responsible for identifying each student's strengths and positioning them for success, helping them navigate challenges both inside and outside the classroom.

Performance Responsibilities:

- Plan and deliver daily instruction based on Belton Preparatory Academy's approved curriculum.
- Develop and administer business education curriculum consistent with school goals and objectives.
- Develop, prepare, and deliver instructional activities that encourage active learning and engagement.
- Establish and communicate clear learning objectives for all instructional activities.



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- Prepare the classroom environment for optimal learning experiences.
- Provide a variety of instructional materials and resources to support educational activities.
- Identify and use various instructional resources and methods to meet the diverse learning needs of students at different levels of progress.
- Instruct and supervise students in using learning materials and equipment effectively.
- Ensure the care and protection of school property.
- Integrate relevant technology to enhance instruction and student learning.
- Observe and assess student performance and development regularly.
- Assign and grade class work, homework, tests, and other assignments as appropriate.
- Provide timely and constructive feedback on student work.
- Monitor individual student progress and encourage continued academic growth.
- Offer guidance and support to students to foster their educational development.
- Maintain accurate and up-to-date records of student progress, performance, and development.
- Ensure all records are maintained in compliance with school policies and legal requirements.
- Prepare required reports on students' performance and activities.
- Manage student behavior, ensuring that classroom rules and school policies are established and consistently enforced.
- Participate in department, school, and Charter Institute at Erskine meetings and professional development activities as needed.
- Stay informed about the latest developments in the subject area, in line with school and state guidelines.
- Cooperate in the planning, implementation, and evaluation of the school's educational programs.
- Foster effective communication and collaboration with parents and guardians to support student success.
- Perform other duties and take on responsibilities as assigned by the Principal.

Other Specifications and Requirements:

- To perform this job successfully, an individual must be able to perform each responsibility satisfactorily.
- A high level of energy and enthusiasm is essential for fulfilling all duties effectively and maintaining a positive learning environment.

Professionalism:



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1. Maintain a neat, clean, and professional appearance as outlined in the Employee Handbook.
2. Demonstrate regular and punctual attendance.
3. Cultivate cooperative and effective relationships with students, parents, colleagues, supervisors, and the community.
4. Exhibit professionalism in all interactions with students, parents, staff, and community members.
5. Follow the chain of command as outlined in the Employee Handbook.
6. Always Represent Belton Preparatory Academy positively.
7. Adhere to the South Carolina Teacher Code of Conduct.

Physical Requirements:

- Regularly required to sit, stand, walk, talk, and hear.
- Ability to operate a computer, handheld learning devices, and other office equipment.
- Reach with hands and arms; occasionally lift and/or move up to 10 pounds.