



Created for Greatness

Positioned for Success

Belton Preparatory Academy 5901 Belton Highway Belton, SC 29627

Belton Preparatory Academy Job Description (Instructional Coach)

Reports to: Principal

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

Location: 200 Knights Court, Belton, SC 29627

Job Type: Full-Time

Opening Date: 2/9/2025

Job Summary:

The Instructional Coach, possessing both content knowledge and instructional expertise, will collaborate with classroom teachers to enhance student learning and improve teaching practices. This role focuses on providing professional development to teachers, expanding their understanding of research-based, effective instructional strategies. The Instructional Coach will offer personalized, one-on-one support tailored to the goals and needs of individual educators.

Qualifications:

1. Bachelor's degree from an accredited college/university.
2. A minimum of eight years of successful teaching experience.
3. Valid South Carolina Teaching License.
4. Teaching experience using Core Knowledge and Eureka Math curricula.
5. Previous teaching, coaching or leadership experience in a charter school
6. In-depth knowledge of South Carolina content standards.
7. Proven experience in research-based instructional practices.
8. Strong communication, collaboration, and interpersonal skills to build a common instructional focus, promote initiatives, and clarify expectations.
9. Ability to design and deliver quality professional development for administrators and teachers.
10. Exceptional presentation and facilitation skills.
11. Demonstrated ability to communicate professionally, both orally and in writing.
12. Strong organizational and communication skills with a proven ability to meet deadlines.
13. Ability to function as a positive, collaborative team member.
14. Commitment to professional learning and reflective practice.



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Essential Functions:

1. Support the philosophy and vision of Belton Preparatory Academy (BPA).
 2. Facilitate the intellectual and professional growth of teachers, focusing on improving student achievement.
 3. Cultivate positive relationships with teachers and administrators.
 4. Communicate and demonstrate research-based instructional practices that lead to improved student performance.
 5. Adapt to change productively and manage additional responsibilities as needed.
 6. Provide individualized, classroom-based coaching to support teachers in implementing effective instructional practices.
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General Responsibilities:

1. Take initiative in assuming leadership roles as needed.
2. Organize individual or group learning opportunities for teachers, based on their needs.
3. Assist in analyzing student assessment data.
4. Support teachers in making instructional decisions based on data.
5. Offer assistance with specific classroom activities upon request.
6. Provide guidance on classroom motivation and management strategies.
7. Help teachers develop materials aligned with the curriculum.
8. Provide teachers with resources related to instruction and curriculum.
9. Assist in researching instructional or curriculum issues.
10. Model effective, differentiated instruction when requested.
11. Offer encouragement and emotional support to teachers.
12. Promote ongoing professional development for all teachers.
13. Manage time and schedules to maximize teacher learning opportunities.
14. Contribute positively to meeting district and school improvement goals.
15. Assist in the development of district curriculum, instruction, and assessments.
16. Maintain a confidential and collegial relationship with teachers.
17. Recognize when to involve administrators regarding student safety/ethics in the classroom.
18. Perform duties as assigned by the Principal or Director of Curriculum and Instruction.
19. Actively engage in professional development for coaches, including peer observations, professional reading, and inquiry sessions.
20. Help teachers align their teaching with appropriate standards, curriculum, and assessments.



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21. Collaborate with other educational specialists to enhance teaching practices.
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Professionalism:

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.
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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.