



Job Title: Upper School Instructional Coach

Status: Full-time position for the 2024-25 school year
M, T, Th, F from 7:30am-3:30pm and Wednesdays from 7:30am-4pm
Instructional Day: 8:00am-3:00pm

Prepared by / Date: JD Zubia / February 2024

Reporting Structure: This position reports to the Upper School Principal.

Position Summary

The Upper School Instructional Coach will support and enhance the teaching and learning process in support of PCA's mission and teaching philosophy for students in 6th through 12th grade. The primary goal of this position is to help teachers improve their instructional practices, enhance student learning outcomes, and foster a positive and effective learning environment.

Palmetto Christian Academy is seeking a full-time Upper School (grades 6-12) Instructional Coach for the 2024-25 school year. The candidate must possess at least a bachelor's degree in education with a minimum of three to five years of teaching in a middle or high school setting. The preferred candidate will possess a Master's degree in education with a concentration in Curriculum and Administration and an ACSI or South Carolina teaching certificate.

Primary Responsibilities

1. Teacher support:
 - Conduct regular classroom observations to assess teaching practices and provide constructive feedback to teachers on instructional techniques and classroom management.
 - Collaborate with teachers to identify areas for professional growth and development.
 - Provide one-on-one coaching sessions to support teachers in implementing effective instructional strategies and be available to model lessons when needed.
 - Meet with grade level teams to provide instructional guidance and support as well as to assist in developing long-range curriculum and planning goals.
 - Mentor new teachers to ensure that they are supported and understand the expectations of the position, including instructional methods and curriculum delivery.
2. Administrative support:
 - Provide regular updates to the Upper School principal on progress of teachers and students.

- Complete formal observations for designated Upper School teachers.
 - Collaborate with the Upper School Instructional Coach to ensure vertical alignment of the instructional program and curriculum selection/implementation.
3. Student Support:
 - Meet with teachers and parents to discuss student progress.
 - Coach teachers on how to support a variety of student needs that will promote learning and growth for all students.
 4. Curriculum support:
 - Work with teachers to align curriculum with state standards and educational goals.
 - Collaborate with faculty members and committees to make recommendations for curriculum updates and changes.
 - Provide input on the selection of instructional materials and resources to support the curriculum.
 - Assist in coordinating training opportunities for new and current curriculum and any other instructional needs.
 - Support and coach teachers on how to teach their curriculum based on a biblical worldview.
 5. Data Analysis:
 - Analyze student achievement data to identify trends and areas for improvement.
 - Support teachers in using data to inform instructional decisions.
 - Assist in developing and implementing strategies for data-driven instruction.
 - Use achievement data to evaluate the curriculum and instruction program effectiveness.

Qualifications and Requirements

- A strong testimony of a personal relationship with Jesus Christ and evidence of regular attendance and involvement in an evangelical church.
- A minimum of 3-5 years of work experience as a middle or high school teacher.
- Must possess a minimum of a Bachelor's degree in education. Preferred candidate possesses a Master's degree in Education with a concentration in Curriculum and Instruction.
- Ability to work collaboratively with classroom teachers.
- Ability to interpret data and identify performance gaps and make recommendations for improvement.
- Strong organizational, communication, and interpersonal skills.
- Broad knowledge of the principles and practices of current educational trends in curriculum and instruction.

Candidates must be in agreement with the PCA Core Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ. If you believe you are qualified, we invite you to submit an [online application](#).

Please direct your questions to Mrs. Casie Benton, Executive Assistant to the Principals, at cbenton@palmettochristianacademy.org.