Belton Independent School District
Job Description

Job Title:	Instructional Coach - Elementary	**FLSA Status:**	Exempt, 197 days
Reports to:	Principal(s)	**Pay Grade:**	Prof 202
Dept./School:	Assigned Campuses	**Date Revised:**	12/17/25

Primary Purpose:

The Instructional Coach serves as a driver of pedagogical excellence by building teacher capacity and empowering educators to take on leadership roles. This role focuses on what matters most: strategically prioritizing instructional work that positively impacts student success. Through targeted coaching cycles and collaborative data analysis, the Coach models continuous improvement and is a key leader in instructional change necessary for sustainable academic growth. By creating synergy among district and campus staff, they promote the mindset that the campuses can achieve more collectively than individually.

Qualifications:

Education/Certification:
Bachelor's degree from accredited university, Master's degree preferred
Texas Teaching Certificate

Special Knowledge/Skills:

Knowledge of core academic subject assigned
Knowledge of curriculum, instruction and instructional materials
Use of coaching skills to include listening, questioning, paraphrasing and summarizing
Ability to work with teachers to establish goals, actions steps for implementation, and monitor impact on student success
Ability to instruct students and manage their behavior
Strong organizational, communication, interpersonal, and time-management skills

Experience:
3+ years experience as a certified teacher in a PK-12 environment, elementary experience preferred.

Major Responsibilities and Duties:

A. **Build Culture**
   - **Communicate for Impact:** Effectively articulates instructional goals and "data" insights during campus-wide meetings and one-on-one sessions.
   - **Cultivate Relationships:** Develops a culture of collaborative teams, growth and value by building trust with teachers during intensive coaching cycles.
   - **Model Empathy:** Shows concern for the challenges teachers face in the classroom, offering "targeted support".

B. **Empower People**
   - **Promote Growth:** Facilitates "Lead PD" sessions that challenge teachers to pursue better results for every student through improved pedagogy.

- **Focus on What Matters Most:** Strategically prioritizes coaching cycles and planning support that are intentionally aligned to student achievement data, incorporating clear evidence of teacher progress toward instructional goals and measurable gains in student learning.
- **Create Synergy:** Promotes a collaborative mindset between the district, campus leadership and teachers to positively impact student success. Promotes a collective mindset within PLCs, encouraging teachers to work together to design rigorous, student-centered learning experiences.
- **Inspire Innovation:** Manages instructional materials and resources to be a catalyst for change by seeing the "big picture" of how learning happens.

C. **Pursue Excellence**
- **Model Continuous Improvement:** Engages in the constant refinement of "Support planning" processes and instructional systems based on campus data.
- **Inspire Innovation:** Encourages teachers to explore new pedagogical approaches and "Forward thinking" instructional models.
- **Manage Change:** Supports staff through the implementation of needed changes to achieve long-term, sustainable campus growth.

Supervisory Responsibilities:

N/A

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: December 2025
Prepared By: Belton ISD Human Resources Department