



# WESLEYAN

CHRISTIAN ACADEMY & EARLY EDUCATION  
CENTER

1917 North Centennial Street  
High Point, North Carolina 27262  
[www.wesed.org](http://www.wesed.org)

**Position Title:** Teacher Assistant - Academy

**Reports To:** Principal

**FLSA Status:** Non-Exempt

**Schedule:** 10-month

**Position Summary:**

The Teacher Assistant will provide a valued service within the academy classroom by assisting the classroom teacher in a variety of areas. The additional assistance enhances the overall effectiveness of the instructional program and provides opportunities for more individualized services to students.

**Responsibilities for this position include, but are not limited, to:**

- Work one-on-one, as directed by the supervising teacher, with students who need more intensive instruction.
- Work with small groups within the classroom as directed by the supervising teacher.
- Perform administrative duties to support the classroom.
- Take children outside for playtime and provide proper supervision.
- Take children to special classes such as music, computer, library, etc.
- Monitor proper behavior of children in all areas.
- Serve as a critical part of conveying the school's faith message and carrying out its mission by providing religious instruction, by your teaching, character, and actions, and by your transmitting the Christian faith to young people.

Auxiliary Duties may consist of the following:

- Supervise children in the cafeteria in the morning before school.
- Greet parents and students as they enter the cafeteria and receive notes, information, etc. which need to be conveyed to the classroom teacher.
- Supervise the orderly dismissal of students from the dining hall before school and lead their own class to their assigned room.
- Assist classroom teachers during dismissal with emphasis upon safety and prompt exiting from campus.
- Assist at lunchtime.

Non-Instructional Duties may include the following:

- Cooperate with the Board and Administration regarding all policies and procedures regarding the operation of the school.

- Maintain areas of responsibility in a clean, attractive, and well-organized manner.
- Accept extracurricular duties as assigned by the Supervising Teacher and/or Administration.
- Complete in a timely manner all records, assignments, and activities.
- Promote and maintain positive communication with students, parents, and staff referring all inquiries by parents to the classroom teacher regarding student performance, assessment, behavior, and policies issues.
- Promote the health, safety, and welfare of all students in his/her supervision

**Core Position and Specific Requirements:**

- Possess and model a growing relationship with Christ: Demonstrate ability to pursue full devotion to Christ that reflects authenticity. Embody others centered, servant leadership in all interactions.
- Commit to Wesleyan’s mission and vision: Uphold and embody Wesleyan’s culture as set forth in our mission statement. Accept and uphold our Statement of Faith.
- Demonstrate ability to invest in the spiritual, emotional and social matriculation of students. Engage in collaboration with other faculty and staff in order to strengthen student performance and support.
- Demonstrate a willingness to learn and utilize the latest technologies for effective learning and communication.
- Demonstrate a history of professional excellence through diligence, organization and communication skills.

**Faculty Specific Requirements:**

- Two or more years of college education preferred, but minimum of a high school diploma.
- Two or more years of experience working with children including such areas as preschool activities, church programs, or other similar programs preferred.
- A background check along with reference check is required for this position.

**Work Schedule:**

- Teacher Assistants are employed for a period, which is based upon 180 instructional days and 12 workdays for a total of 192 days.
  - Teacher Assistants are not required to attend faculty meetings, which are scheduled after school.
  - Attendance at all other meetings shall be at the discretion of the principal.
- Teacher Assistants are classified according to the description listed below:
  - Part Time Teacher Assistants: 7:30 - 12:30 Monday – Friday
  - Full Time Teacher Assistants: 7:30 – 2 : 4 5 Monday – Friday

**Minimum Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position for extended periods of time.
- Must be able to use repetitive arm, hand, and finger movements.
- Ability to stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Must exercise mobility to promptly move around campus.
- Ability to communicate effectively with students, staff, and parents.
- Ability to lift/carry children up to 50 lbs.
- Ability to be outdoors for extended periods of time year-round.
- Must be able to travel locally, including field trips and off campus activities, as well as nationally as needed.

**Application Process:**

- Download the Administration and Faculty Application from our Career Opportunities page at [www.wcatrojans.org/about-us/career-opportunities/](http://www.wcatrojans.org/about-us/career-opportunities/).
- Use the fillable PDF to digitally complete your application.
- Attach a resume and any other requested documents.
- Submit all application materials to [employment@wcatrojans.org](mailto:employment@wcatrojans.org).

*Updated: 10-2023*