



WESLEYAN

CHRISTIAN ACADEMY & EARLY EDUCATION CENTER

1917 North Centennial Street
High Point, North Carolina 27262
www.wcatrojans.org

Position Title: Assistant Principal
Reports To: Division Principals
FLSA Status: Exempt
Schedule: 11-month

Position Summary: The Assistant Principal serves the mission and vision of Wesleyan Christian Academy by supporting Division Principals with the spiritual, educational, and behavioral growth of students. The Assistant Principal will be involved with day-to-day discipline, monitoring student academic progress, and working with student spiritual growth; being a liaison between teachers, students, and parents when necessary.

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

- Assist principals in matters of discipline which may include the following: Oversee school detentions, handling student discipline in cases delegated by principals, meeting with parents and students to discuss student behavior, intervention and consequences.
- Assist in monitoring student's academic progress which may include following up with teachers and parents regarding students on or near academic probation and working with the athletic department as it relates to academic eligibility and grades.
- Work as a liaison between students, parents and teachers when monitoring student absences.
- Assist in the supervision with on-site and off-site campus events which may include concerts, athletics, college fair, school wide activities.
- Chaperone some overnight trips. For example, high school leadership training, senior trip, mission's trip, Washington DC, Athletic/Band and Choral trips.
- Oversee and supervise extra-curricular activities and clubs.
- Partner with the Director of Spiritual Life in a variety of areas.
- Assist in planning and maintaining campus safety.
- Assist High School Leadership advisory team.
- Articulate the Christian faith to students.
- Other responsibilities as requested.

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 servant leadership in all interactions. Possess a deep understanding of and commitment to biblical integration.
- 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.
- Maintain confidentiality while working with various items that are sensitive in nature.
- 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.
- High degree of comfort with public speaking. Excellent interpersonal and written communication skills.
- Strong decision-making abilities. Ability to make deliberate, thoughtful decisions regarding challenging situations.

- Demonstrate excellent computer literacy and technology awareness.
- Experience in providing instructional coaching and support.
- A background check along with reference check is required for this position.

Administration Specific Requirements:

- Eager desire to research and benchmark with recognized Christian and independent schools of distinction.
- Ability to develop genuine partnerships with teachers while modeling a humble servant-leadership style.
- Passion for unity in the Body of Christ, and a desire to partner with a team of seasoned educators and administrators.
- Willingness to be transparent, teachable, accountable, and pursue the highest standards of academic and spiritual excellence.

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:

- Complete the Administration and Faculty Application on our Career Opportunities page at <https://www.wcatrojans.org/about-us/career-opportunities/>.
- Attach a resume and any other requested documents.
- Submit any additional application materials or correspondence to employment@wcatrojans.org.