



WESLEYAN

CHRISTIAN ACADEMY

POSITION TITLE: Teacher Assistant - Academy

REPORTS TO: Elementary Principal

FLSA STATUS: Non-Exempt

SCHEDULE: 10 months

POSITION SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES 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 the 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, transmitting the Christian faith to young people through your teaching, character, and actions.

Auxiliary Duties may consist of the following:

- Supervise students in the dining hall in the morning before school begins.
- Greet parents and students as they enter the school or dining hall and collect notes, information, etc., which needs to be conveyed to the classroom teacher.
- Supervise the orderly dismissal of students from the dining hall before school and lead their assigned class to the appropriate classroom.
- Support classroom teachers during dismissal, ensuring students exit campus safely and efficiently.
- Assist in the supervision of students during lunchtime.

Non-Instructional Duties may consist of the following:

- Support the Board and Administration by adhering to all school policies and procedures.
- Keep all assigned areas clean, organized, and visually welcoming.
- Participate in extracurricular responsibilities as assigned by the Supervising Teacher or Administrator.
- Complete all required records, tasks, and activities promptly and accurately.
- Foster positive communication with students, parents, and staff while directing parent inquiries about student performance, assessment, behavior, or policy matters to the classroom teacher.
- Ensure all students' health, safety, and well-being under your supervision.

POSITION REQUIREMENTS

- Possess and model a growing relationship with Christ: Demonstrate ability to pursue complete devotion to Christ that reflects authenticity. Embody other-centered, servant leadership in all interactions.
- Commit to Wesleyan's mission and vision: Uphold and embody Wesleyan's culture as outlined in our mission statement. Accept and uphold our Statement of Faith.
- Demonstrate the ability to invest in students' spiritual, emotional, and social maturation.
- Collaborate with other faculty and staff 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.
- Willingness to be transparent, teachable, accountable, and to pursue the highest academic and spiritual excellence standards.

FACULTY-SPECIFIC REQUIREMENTS

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

WORK SCHEDULE

- Teacher Assistants are employed according to the yearly academic calendar, which includes 180 instructional days plus additional designated workdays.
- Teacher Assistants are not required to attend after-school faculty meetings.
- Attendance at other meetings will be determined at the discretion of the principal.
- Teacher Assistants are classified as follows:
 - Part-Time Teacher Assistants: Monday-Friday, 7:30 am - 12:30 pm
 - Full-Time Teacher Assistants: Monday-Friday, 7:30 am - 2:45 pm

MINIMUM PHYSICAL REQUIREMENTS

The physical demands described here represent those an employee must meet to perform the job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For this position, an employee must be able to:

- Remain in a stationary position for extended periods.
- Use repetitive arm, hand, and finger movements.
- Stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Exercise mobility to promptly move around campus.
- Communicate effectively with students, staff, and parents.
- Lift/carry up to 30 lbs.
- Be outdoors for extended periods year-round.
- 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.
- 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.

