



WESLEYAN

CHRISTIAN ACADEMY & EARLY EDUCATION CENTER

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

Position Title: Assistant Teacher – Early Education

Reports To: Director of Early Education

FLSA Status: Non-Exempt

Schedule: Full-Time

Position Summary:

The Assistant Teacher will serve as a support for the Lead Teacher in the classroom and will take the lead in the classroom in the Lead Teacher's absence. The Assistant Teacher will assume responsibility for the care and safety of the children in their class. This position will support learning and developmental outcomes in children and provide for the needs of each child.

Qualifications:

- Has accepted Jesus Christ as personal Savior and Lord, and shall demonstrate through lifestyle a clear testimony of the Lordship of Christ.
- Able to obtain State mandated medical clearance to work in childcare environment.
- Able to obtain State mandated qualifications (CBC Qualification Letter, CPR, etc.)
- Commitment for 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.
- Must be at least 18 years of age.
- Must have HS Diploma, further education preferred.
- Collaborative: Demonstrate ability to invest in the spiritual, emotional and social matriculation of students.
- Patient with the needs of children and parents.
- Reliable and able to be in the classroom at assigned times.

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

- Exercise friendliness and consideration in treating each student impartially.
- Develop and maintain rapport with students, parents, and staff to assist in promoting a positive learning environment.
- Recognize the importance of good public relations and represents the school in a favorable and professional manner within and outside the school.
- Respond professionally to everyday stress.
- Monitor children to ensure proper discipline and behavior on and off campus by creating positive supervision of children at all times.
- Ensure the health, safety and welfare of children.
- Relate to children in a positive manner, looking to meet their physical, spiritual, emotional and social needs.
- Maintain positive relations with other staff.

- Assist in carrying out the planned program within the classroom.
- Be involved in staff development activities.
- Ensure classroom climate is conducive to learning and activities.
- Assist in room organization (bulletin boards, furniture arrangement, etc.), appearance (neatness, cleanliness), and equipment.
- Be familiar with short range detailed written plan and long-range general plans.
- Assist in ensuring children properly use facilities, equipment, and supplies.
- Assist in maintaining a clean and attractive building, and practice good housekeeping.
- Notify the Lead Teacher regarding facility and/or grounds needed repairs.
- Complete duties as assigned by the Lead Teacher, Coordinator, Early Education Director and/or Administrator.
- Promote cooperation and supportive attitude within the department and other departments.
- Reflect in actions, work, and appearance a Christian role model that will enhance the overall image of the department and Center.
- Assist in promoting positive communications with parents.
- Other duties as assigned

Physical Requirements:

- Must be able to perform physical duties in a way consistent with caring for children of various ages in the childcare center.
- Able to be outside daily.
- Able to walk, stand, crouch, bend, kneel, and use repetitive hand movements.
- Communicate effectively, both verbal and written.
- Lift up to 30 pounds regularly, up to 50 pounds occasionally.
- Must be able to walk to classrooms around campus.
- Must be able to travel locally and nationally.

Application Process:

- Download the Early Ed Center application from our [Career Opportunities](http://www.wesed.org/employment) page at www.wesed.org/employment.
- 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.