
J. Jade Sipic, Dean of Secondary Education
Dawn Ziegler, Secretary

Angela Clark, Counselor
Karen Renner, Counselor

Teaching Assistant

Vacancy Announcement

Course: Social Studies Department

Teacher(s): A. Yoder, A. Risedorph, B. Booher, E. Prast, N. Kranenburg

Position Overview: Assisting Social Studies teachers with preparation and daily activities

Responsibilities: The teaching assistant duties include:

- Grading minor assignments (bell work, reading responses, vocabulary)
- Record-keeping
- Organizing and/or filing materials
- Using technology to create materials
- Running errands within the building
- Making signs, posters, and or bulletin boards or display cases

Required Qualifications: The ideal candidate will possess the following characteristics:

- Maintains strong attendance record
- Possesses strong technology skills
- Is honest and ethical
- Possesses strong work ethic
- Shows initiative
- Possesses willingness to assist peers

How to Apply: Qualified applicants should submit an academic resume to Ms. Sipic, either in paper format in the Guidance Office or electronically to jsipic@wanee.org. The position(s) you are applying for should be clearly indicated in the Objective section of your resume. Upon placement, you will be required to complete a Teaching Assistant agreement. Students failing to follow any of the application requirements will not be considered for a Teaching Assistant position.