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

Angela Clark, Counselor  
Karen Renner, Counselor

## Teaching Assistant

### Vacancy Announcement

**Course:** Spanish

**Teacher(s):** Mr. McGowen

**Position Overview:** The teaching assistant will oversee minor clerical duties and assist students when needed

**Responsibilities:** The teaching assistant duties include:

- Grading
- Bulletin boards
- Photocopying
- Tutoring

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

- Must have already taken the course he or she is a teacher assistant for and have passed with a B or better
- At least 95% attendance
- Reliable
- Willing to help peers

**How to Apply:** Qualified applicants should submit an academic resume to Ms. Sipic, either in paper format or electronically to [jsipic@waneecor.org](mailto:jsipic@waneecor.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.