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

Angela Clark, Counselor
Karen Renner, Counselor

Teaching Assistant

Vacancy Announcement

Course: 2D Art classes

Teacher(s): Mrs. McGowen

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

Responsibilities: The teaching assistant duties include:

- Creating material to be used in the classroom
- Preparing materials for classroom activities
- Maintain bulletin boards and display cases
- Running errands within the building, including making photocopies
- Organizing and cleaning the classroom materials and tools
- Assisting with classroom activities (e.g. modeling for drawing class)

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

- Passed Intro to 2D art class with at least a B
- At least 95% attendance
- Takes initiative
- Creative
- Reliable
- Flexible
- Willingness to help peers

How to Apply: Qualified applicants should submit an academic resume to Ms. Sipic, either in paper format 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.