NorthWood High School

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GUIDANCE DEPARTMENT

Wa-Nee Community School Corporation

J. Jade Sipic, Dean of Secondary Education Dawn Ziegler, Secretary Angela Clark, Counselor Karen Renner, Counselor

Teaching Assistant

Vacancy Announcement

Course: Non PLTW CEA/Architecture

Teacher(s): Mr. Zac Lechlitner

<u>Position Overview</u>: Importing and Organizing Folders for Autodesk. Organizing student work that is shared through the

Autodesk share site

Responsibilities: The teaching assistant duties include:

Creating A360 Folders

- Importing Assignments and Organizing into correct folders
- Assisting students with basic questions of Autodesk software

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

- Organized
- Good Work Ethic
- Responsible

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.