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

Angela Clark, Counselor
Karen Renner, Counselor

Teaching Assistant

Vacancy Announcement

Course: ENL 9 / ENL 10

Teacher(s): Mr. Gunter

Position Overview: The teaching assistant will translate written or spoken directions or information from English to Spanish as needed by the teacher. They may also oversee minor clerical duties and assist students with interpreting English academic content.

Responsibilities: The teaching assistant duties include:

- Translating or interpreting instructions and information as needed
- Creating materials to be used in the classroom
- Maintaining bulletin boards and display cases
- Preparing materials for classroom activities
- Running errands within the building, including making photocopies
- Tutoring students struggling with the content by interpreting text

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

- Must be bilingual in social and academic English and Spanish
- Must be self-motivated
- At least 95% attendance
- Must be patient and willing to help others

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.