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

Angela Clark, Counselor
Karen Renner, Counselor

Teaching Assistant

Vacancy Announcement

Course: English

Teacher(s): Bilinski, Duerksen, Eubank, Kranenburg, Koble, Shrock, Slone, Thompson

Position Overview: Will oversee minor clerical duties and assist students and/or teacher when needed.

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 an A or A- average in English
- 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 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.