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

Angela Clark, Counselor
Karen Renner, Counselor

Teaching Assistant

Vacancy Announcement

Course: Accounting / Intro. To Business / Entrepreneurship

Teacher(s): Mr. Mishler

Position Overview: Provide clerical and academic support to instructor

Responsibilities: The teaching assistant duties include:

- Running Errands within the building, including making photocopies
- Maintaining bulletin boards and display cases
- Help with grading
- Tutoring students struggling with the content

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

- Passed Accounting 1A and 1B with at least a B
- At least 95% attendance
- Reliable
- Flexible
- Trustworthy
- 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.