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

Angela Clark, Counselor
Karen Renner, Counselor

Teaching Assistant

Vacancy Announcement

Course: any

Teacher(s): Mrs. Evers

Position Overview: The Teaching Assistant will assist the teacher with clerical matters such as copying, grading, and recording.

Responsibilities: The teaching assistant duties include:

- Entering homework scores in gradebook
- Grading tests and quizzes and entering scores in gradebook
- Making copies
- Grading qualifying sections

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

- Responsible
- Friendly
- 95% attendance
- Flexible
- Productive
- Passed Geometry CP with a B+ or better

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.