

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: Student Council

Teacher(s): Risedorph

Position Overview: Student will be assisting in planning, organization, communication, and execution of Student Council activities and events from behind the scenes during class period.

Responsibilities: The teaching assistant duties include:

- Communicate announcements to office and reps about upcoming events and activities
- Organize Student Council materials and OneNote Notebook information
- Assist in Day-to-Day responsibilities of Student Council necessities.

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

- Preferably a Student Council Member
- Responsible and has great attendance
- Creative in thinking and execution of tasks.

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.