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

Angela Clark, Counselor  
Karen Renner, Counselor

## Teaching Assistant

### Vacancy Announcement

**Course:** Work Based Learning

**Teacher(s):** Phil Lechlitner

**Position Overview:** Provide a job summary highlighting important details and a broad overview of the role and its associated responsibilities

**Responsibilities:** The teaching assistant duties include:

- Filing weekly results of students time sheets and required paperwork
- Checking with teacher of missing paperwork structure and responsibilities
- Follow written instructions for daily work.

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

- Ability to use Microsoft office
- Organization proficiency
- Solid work Ethic and timely work

**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.