



## **Fremont Public Schools**

### ***Administration***

450 E. Pine Street  
Fremont, MI 49412  
Phone: (231) 924-2350  
Fax: (231) 924-5264

**Posting date:** December 8, 2025

**Deadline date:** Until Filled

**Position:** **Daisy Brook Elementary**  
**Half-Time Teacher Assistant (Class I – School Year Position)**  
**Half Time Media Assistant (Class II-School Year Position)**

**Responsibilities:**

- Support students individually or in small groups within the general education and intervention classroom settings to reinforce learning concepts.
- Purchase books and prepare for circulation, repair books, check in/out procedures, organize and run book fair, work with students and staff in locating materials
- Maintain overdue lists, re-shelve books
- Responsibilities could also include before-school and noon-hour supervision, cafeteria supervision, recess supervision, and/or after-school student dismissal supervision.
- Help maintain a positive, organized, and safe learning environment.
- Other duties as assigned

**Qualifications:**

- High school diploma and ability to satisfy NCLB requirements
- Ability to relate positively to children and be sensitive to their needs
- Ability to take direction and work cooperatively with teachers in a variety of classroom settings and to work independently
- Candidate must possess strong computer skills, as well as written and oral communication skills
- Proficiency in math and reading
- Ability to enforce rules and maintain order as a supervisor of children in various settings
- Willing to be trained in appropriate physical management procedures
- Other qualifications as determined by the Administration of Fremont Public Schools

**Job Goal:**

- To work effectively with individual and/or small groups of students within the general education and intervention settings to help each student develop the necessary skills for successful life experiences
- To oversee and run the school library

**Reports to:** Fran Clemence, Principal – Daisy Brook Elementary School

**Applications:** Submit written letter of interest including qualifications & experience to:  
Fran Clemence, Principal  
502 N Division Ave  
Fremont, MI 49412  
Or by email [fclemence@fremont.net](mailto:fclemence@fremont.net)

Application Link: [https://www.fremont.net/downloads/\\_jobs\\_/staff\\_application.pdf](https://www.fremont.net/downloads/_jobs_/staff_application.pdf):

Approved by: **Brad Reyburn, Superintendent**

Date: December 8, 2025