



## **Fremont Public Schools**

### **Administration**

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

### **Fremont High School Media Center** **School year position**

DATE: February 21, 2024

DEADLINE: Until Filled

POSITION: Fremont High School Media Center TA

**QUALIFICATIONS:**

- High school diploma and ability to satisfy NCLB requirements
- Ability to relate well with students and be sensitive to their needs
- Ability to work independently, work cooperatively and communicate effectively with staff and students
- Ability to enforce rules and maintain order as a supervisor of students in various settings
- Other qualifications as determined by the administration of Fremont Public Schools

**RESPONSIBILITIES:**

- Purchase/order magazines, books, and periodicals and prepare for circulation, repair books, check in/out procedures, organize and run book fair, work with staff/students in locating materials and assist students with use of computers.
- Calendar usage of media center and computer labs.
- Manage Media Center technology reservations
- Laminate items, and misc. media center reporting and operations including weekly overdue lists, fines, shelving, and inventory.
- Assist with student testing and make-up testing.
- Provide supervision of students including rec. periods inside and outside and other duties as assigned

APPLICATIONS: Submit written letter of application and resume to:  
Scott Sherman, Principal  
Fremont High School  
5421 S. Warner  
Fremont, MI 49412  
Or by email to [ssherman@fremont.net](mailto:ssherman@fremont.net)

TERMS OF EMPLOYMENT: In accordance with the Master Agreement with the Fremont Board of Education and the Fremont Educational Support Personnel Association.

Approved by: Brad Reyburn, Superintendent

Date: February 21, 2024

*Fremont Public Schools does not discriminate on the basis of race, color, national origin, sex, age or disability.*

"Student Centered – Learning Focused – World Ready"