Fremont Public Schools
Administration

450 E. Pine Street
Fremont, MI 49412
Phone: (231) 924-2350
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Daisy Brook Elementary
Special Education Classroom Teacher Assistant
(Class I – School Year Position)

Posting date: June 5, 2025

Deadline date: Until Filled

Position: **Special Education Classroom Teacher Assistant**
(Class I – School Year Position) – Daisy Brook Elementary

Responsibilities:
- Primary responsibilities will be to assist special education students within the general education classroom settings
- Responsibilities could also include before school and noon-hour supervision, cafeteria supervision, and/or after school student dismissal supervision and recess supervision.
- May be asked to function as 1 to 1 teacher assistant with a special education student

Qualifications:
- High school diploma
- Ability to relate positively to special needs 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
- Proficiency in math and reading
- Written and oral communications skills necessary
- Clerical and organizational skills desired
- Knowledge of general computer operation preferred
- Ability to enforce rules and maintain order as a supervisor of children in various situations
- Willing to be trained in appropriate physical management procedures
- Other duties as assigned
- 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 settings and to help each student develop the necessary skills for successful life experiences

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

Approved by: ***Brad Reyburn, Superintendent***   Date: June 5, 2025