



Fremont Public Schools

Administration

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

Posting date: November 18, 2025

Deadline date: November 25, 2025

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

Approved by: **Brad Reyburn, Superintendent**

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