



Fremont Public Schools
Administration

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

Assistant Principal Fremont Middle School
2025-2026 School Year

POSTING DATE: April 22, 2025

QUALIFICATIONS:

- Possess and maintain a valid Michigan teaching certificate with a Master's Degree preferred
- Ability to meet the State of Michigan School Administrator Certification requirements
- Must have three (3) years secondary classroom teaching or supervisory experience; experience as building administrator preferred.
- Thorough knowledge of curriculum, curriculum development, and best educational practices promoting student learning
- Ability to work as part of the administrative team focused on the district's interest and goals
- Knowledge of secondary student scheduling and PowerSchool preferred.

DUTIES AND RESPONSIBILITIES:

- Assist with leading the implementation of staff performance evaluation measures per District policy and state law.
- Assist with oversight of the school improvement efforts for the building and all of its programs.
- Assist the Principal in utilizing achievement data to lead and facilitate change for improving student learning.
- Assist with oversight of the specialized programs in the building such as Special Education, MTSS, Academic Intervention, and Title services.
- Assist in leading the development and implementation of behavior intervention programs that will assure a positive and safe environment for learning.
- Assist with leadership and facilitation of Positive Behavioral Interventions and Restorative practices.
- Communicate and maintain relations with parents, parent groups, school volunteers and outside agencies.
- Assist in safety inspections and safety practice activities.
- Work with department chairs and faculty in a supportive manner.
- Attend and assist with the management of home events.
- Work with the high school athletic director for coordination and facilitation of athletic events.
- Local and state assessment coordinator.

JOB GOAL: To assist the principal in providing school-wide leadership and to learn the role of the principal

COMPENSATION: Compensation will be commensurate with experience of the successful candidate and requirements of the position with a salary minimum of \$90,000.

REPORTS TO: Middle School Principal

APPLICATIONS: Submit letter of application, resume, transcripts and references to:
Carrie TerVeer, Assistant Principal
Fremont Middle School
500 Woodrow
Fremont, MI 49412
Or by email to cterveer@fremont.net

DEADLINE: May 1, 2025

Why Fremont?

Fremont, MI, offers the perfect balance of small-town charm and modern amenities, making it an ideal place to live and work. Our community boasts excellent shopping, affordable housing options, and abundant outdoor recreation opportunities. Plus, with Grand Rapids and Muskegon just a short drive away, you'll have easy access to urban conveniences while enjoying the benefits of a close-knit community.

At Fremont Public Schools, we are large enough to provide enriching programs such as swimming and orchestra, yet small enough to know each student personally and provide individualized support to ensure their success.

At Fremont Middle School, you'll join an award-winning school and a staff that is always striving for excellence.

We are proud to be the highest-ranking middle school in the area, and in the top 15% statewide according to U.S. News and World Report. We offer outstanding academic offerings in addition to co-curricular courses like band, orchestra, Future Farmers of America, Science Olympiad, and more.

As a small-town district, we honor our agricultural heritage through extensive agriscience programming while also offering students international learning experiences, including our annual Fremont Middle School exchange program with our sister school in Yahaba, Japan.

We also take pride in offering a competitive salary and benefits package that rewards educators for continuing their education and for taking on leadership roles, such as coaching. If you're looking for a supportive, student-focused district in a thriving community, Fremont is the place for you!