



**Fremont Public Schools**  
**Administration**

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

**High School Office Secretary**  
**Class III - Fremont High School**  
**School Year 2024-2025**

DATE: July 10, 2024

POSITION: Office Secretary  
4 hours/day (hours to be determined)

QUALIFICATIONS:

- High school diploma
- Must demonstrate strong grammar and math skills
- Five years' experience working with students
- Ability to work and relate with students
- Other qualifications as determined by the administration of Fremont Public Schools

JOB GOAL: To provide clerical assistance in the high school office

RESPONSIBILITIES:

General office duties (answer phone, maintain and organize office area)  
Greet, direct and work cooperatively with students/community/teachers  
Distribute medication to students/ care for students with health issues  
Other job duties as assigned by supervisors

APPLICATIONS: Submit written letter of application and resume to:

Scott Sherman, Principal  
Fremont High School  
5421 S Warner Ave  
Fremont, MI 49412

DEADLINE: Until Filled

Approved by: Brad Reyburn, Superintendent

Date: July 10, 2024

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