



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

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

### **After School Program Lead Assistants For 2024-2025 School Year**

**Date:** June 3, 2024

**Position:** After School Program Lead Assistant (2:30 p.m. to 6:00 p.m.)  
for 2024-2025 School Year

**Qualifications:**

- Must be 18 years old – 21 or over preferred
- High School Diploma or GED
- Be of responsible character and suitable to meet the needs of children
- Experience working with children (Preferred)

**Responsibilities:**

- Provide supervision and academic assistance to students
- Responsible for a group of 10-20 students
- Demonstrate the ability to set and maintain limits for students using after school program discipline policy
- Work directly with the program director in implementation of the program and its policies
- Provide guidance to ASP assistants when needed
- Positively interact with parents, students, and staff

**Terms of Employment:**

- \$13/hour
- 20 hours per week
- School year position

**Reports to:** Tracy Sanchez, Director of Quest Educational Programs

**Applications:** Submit written letter of application and resume to:  
Tracy Sanchez, Director of Quest Educational Programs  
350 W Cedar  
Fremont, MI 49412  
OR Email: [tsanchez@fremont.net](mailto:tsanchez@fremont.net)

**Deadline:** Until Filled

**Approved by:** Brad Reyburn, Superintendent

**Date:** June 3, 2024

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