Fremont Community Schools

Indiana Performance Qualified School District

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Job Title: K-12 Instructional Assistant
Job Classification: Classified
Reports to: Principal or Designee

Position Summary

The K–12 Instructional Assistant supports classroom teachers in delivering high-quality instruction and maintaining a positive, structured learning environment. This position works directly with students to reinforce learning, provide individualized or small-group support, and assist with classroom management and instructional activities. The Instructional Assistant plays a key role in promoting student success academically, socially, and emotionally.

Primary Responsibilities

- Assist classroom teachers in implementing lesson plans and instructional activities
- Provide individualized or small-group instruction under teacher direction
- Support students with diverse learning needs, including academic and behavioral support
- Supervise students in classrooms, hallways, cafeterias, playgrounds, and during transitions
- Help prepare instructional materials, assignments, and classroom resources
- Monitor student progress and communicate observations to the teacher
- Reinforce positive behavior and assist with classroom management strategies
- Assist with accommodations and modifications for students with special needs as directed by certified staff
- Support technology use in the classroom as needed
- Maintain a safe, orderly, and supportive learning environment
- Perform clerical tasks such as grading, recordkeeping, copying, and organizing materials
- Participate in staff meetings, training sessions, and professional development as required

Qualifications

Education and Experience:

- High school diploma or equivalent required
- Associate's degree or college coursework preferred
- Prior experience working with children in an educational setting preferred

Skills and Abilities:

- Strong communication and interpersonal skills
- Ability to work effectively with students of varying abilities and backgrounds
- Patience, flexibility, and positive attitude
- Ability to follow written and verbal instructions
- Basic computer and technology skills
- Ability to maintain confidentiality

Physical Requirements

- Ability to stand, walk, and move throughout the classroom and school building for extended periods
- Ability to assist students as needed, including occasional lifting or physical support
- Ability to supervise students in indoor and outdoor settings
- Visual and auditory ability to monitor student safety and engagement

Work Environment

Work is performed in a K–12 school setting, including classrooms, hallways, cafeteria, gymnasium, and outdoor areas. The Instructional Assistant will regularly interact with students, teachers, administrators, and parents in a fast-paced educational environment.

Application Process:

Interested applicants should submit a resume and cover letter to Building Principal with open position:
Eric Bryan, Elementary School Principal: ebryan@fremonteagles.us
Mitchell Ridenour, Middle School Principal: mitchell.ridenour@fremonteagles.us
Mark Sherbondy, High School Principal: msherbondy@fremonteagles.us