



Kalkaska Public Schools

Posting / Employment Opportunity

August 14, 2017

Student Success Advisor 2017-2018 School Year

Qualification Requirements

- Master's Degree in Educational Leadership or Administration and possession of/eligibility for Michigan School Administrator Certificate, preferred.
- Valid Michigan Teaching Certificate, preferred.
- Experience is preferred by not required.

Essential Duties and Responsibilities

- At Risk Student Monitor:
 - Monitor at-risk students
 - Coordinate efforts with staff and parents to assist at-risk students
- Student supervision (monitoring hallways, lunch periods and assemblies, etc.)
- School-wide student discipline implementation, follow up, and reporting:
 - Communication and follow up with parents regarding student behavior concerns.
 - Resolve issues of student discipline, set-up and facilitate parent meetings when necessary, as well as working with staff members to ensure consistent and effective discipline procedures
 - Assessing student behavior/ creating behavior plans/ contracts
 - Assist transportation with discipline issues on buses (including watching video and working with, drivers, students and parents)
- Attendance Monitor
 - Set-up and facilitate parent meetings involving attendance issues
 - Truancy (letters to parents, meetings with staff and parents)
- 504 Coordinator
- Be available for students with any needs
- Manage, coordinate, supervise and evaluate paraprofessionals
- Serve as the 'point person' for county probation officers (i.e. coordinate communication between the school, courts, and auxiliary personnel)
- Serve on appropriate committee (i.e. Special Education Committee, etc.)
- Special education
 - Attend Continuous Improvement Monitoring Systems (CIMS) meetings and complete workbook activities
 - Attend student IEP's when necessary
- Work closely with Administrator and staff; constant communication
- Assume administrator role in her absence
- Perform other duties as assigned
- Maintain regular and reliable attendance.

Essential Duties and Responsibilities	• The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.	
Salary and Benefits	\$38,000 - \$40,000	
Deadline	3:00 p.m. August 25, 2017 or until filled	
Method of Application	Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:	
	Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: jobs@kpschools.com
Contact Information	Please direct questions to Karen Sherwood at e-mail ksherwood@kpschools.com.	
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