



Kalkaska Public Schools

Posting / Employment Opportunity

December 1, 2021

INTERNAL Assistant Wrestling Coach

2021-2022 School Year

Qualification Requirements	<ul style="list-style-type: none"> • This position requires knowledge equivalent to that which normally would be acquired through the completion of a High School Diploma or GED. 		
Essential Duties and Responsibilities	<p>Required:</p> <ul style="list-style-type: none"> • Understand and have knowledge of this sport • Create a positive and appropriate environment that is conducive to learning • Maintain an open line of communication with parents and provide appropriate information • Ability to work collaboratively with all members of the staff, students and parents • Strong communication, organization and record keeping skills • Must maintain confidentiality • Possess experience in terms of knowledge, skills, and abilities in the designated sport areas • Assist with off season duties, such as weight training, conditioning etc. • Coordinate off season training sessions, etc. in alignment with MHSAA • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. <p>Preferred:</p> <ul style="list-style-type: none"> • Strong writing and computer skills • Supervisory and sports management experience 		
Deadline	3:00 p.m. December 7, 2021		
Method of Application	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Bryan Hawkins Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as ONE document to: bhawkins@kpschools.com </td> </tr> </table>	Bryan Hawkins Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: bhawkins@kpschools.com
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Contact Information	Please direct questions to Bryan Hawkins at e-mail bhawkins@kpschools.com.		

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109