



# Kalkaska Public Schools

*Posting / Employment Opportunity*

*June 12, 2025*

## *.5 Title Teacher and .5 Dean of Students – Rapid City Elem. 2025-2026 SY*

### **Qualification Requirements / Goals**

Kalkaska Public Schools is seeking an experienced, visionary leader to serve as the catalyst and support for both academic excellence and social emotional growth at Rapid City Elementary. The successful candidate will develop a collaborative culture and provide instructional leadership that will motivate an experienced, dedicated staff to continuous improvement. The student success advisor must be uniquely qualified to establish a collaborative environment where all staff members are an integral part of continuous improvement.

- Master's Degree in Educational Leadership or Administration.
- Possession of/eligibility for Michigan School Administrator Certificate.
- Valid Michigan Teaching Certificate.
- Minimum of five years exemplary teaching experience.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Duties and Responsibilities**

#### ***Title Teacher:***

- Set goals and objectives for student achievement supported by a viable curriculum and the building school improvement plan.
- Work collaboratively with colleagues to ensure student success.
- Serve as an advocate for students' diverse needs.
- Plan daily instructional activities for all students based on individual students and their needs.
- Develop and administer formative and summative tests, use multiple tools to assess student learning on an ongoing basis, and alter instruction to meet group and individual needs.
- Collaborate with fellow teachers to create a data-driven, learner-centered, friendly and safe environment.
- Maintain accurate records of student performance and attendance on a regular and consistent basis, and communicate effectively with students and their parents.
- Possess strong motivational skills and willingness to be flexible and adapt to changing priorities and new initiatives.

#### ***Dean of Students:***

- Develop an atmosphere of trust, respect, and enthusiasm.
- Work within multiple teams, including but not limited to, the administrative team, the district school improvement team, the school leadership team, and the school staff.
- Develop and maintain a positive working relationship with parents.
- Display strong organizational skills and ability to prioritize.
- Must present excellent oral and written communication skills.



- Identify staff training needs and provide leadership to school improvement team in both planning and implementation.
- Manage financial and budget matters of the building.
- Supervise the maintenance of the building.
- Ensure a safe, clean, attractive and well-kept building.
- Maintain regular and reliable attendance.
- Perform all duties and responsibilities associated with the elementary student success advisorship.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

*This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

### **Compensation**

Terms of employment 198 workdays, with a competitive salary range that is commensurate with experience and degrees held.

### **Deadline**

3 p.m. on June 18, 2025 or until filled.

### **Application Process**

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: [jobs@kpschools.com](mailto:jobs@kpschools.com).

Please direct questions to Rick Heitmeyer at e-mail [rheimeyer@kpschools.com](mailto:rheimeyer@kpschools.com). Visit our website at [www.kpschools.com](http://www.kpschools.com) for additional information about Kalkaska Public Schools.

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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