



Kalkaska Public Schools

Posting / Employment Opportunity

October 20, 2025

1:1 Health Aid for Sporting Practice and Games

Only applicable if child participates

Qualification Requirements

- Minimum of a high school diploma or equivalent; some college level preparation preferred.
- CPR certification – adult, infant and child and First Aid certification (will train).
- Diabetes Education – Basic understanding of Type 2 Diabetes
- TB test, preferred.

Duties and Responsibilities

- Monitor and record the student's blood glucose levels at scheduled times and as needed throughout the practice, game, or extra-curricular activity.
- Accurately count carbohydrates for all meals, snacks, and special events in accordance with the student's individualized health plan.
- Administer insulin (via injection or pump) under the direction of the parent/guardian or per physician orders and care plan.
- Recognize and respond appropriately to signs and symptoms of hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar).
- Check for ketones as indicated by care plan or in response to elevated blood sugar readings.
- Maintain accurate and timely documentation of blood sugar readings, insulin doses, carb counts, ketone checks, and any interventions.
- Communicate promptly and effectively with the parent/guardian regarding blood sugar trends, insulin dosing, concerns, or emergencies.
- Notify the parent/guardian or designated medical personnel immediately if blood sugar readings are outside of prescribed parameters or if medical concerns arise.
- Support the student in maintaining regular participation in academic and school activities while ensuring medical safety.
- Participate in training and follow the student's individualized diabetes management plan as developed by the school and healthcare provider.
- Collaborate with school staff to ensure the student's needs are met safely and consistently throughout athletic practices, games, and other extra-curricular activities as needed.
- Supervise a safe setting for all students.
- Keep records when and where required.
- Maintain high level of ethical behavior and confidentiality.
- Regular and reliable attendance.
- Any other assignments assigned by building principal.
- 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

According to the support staff contract.

Schedule

Varies – will be dependent upon scheduled practices and contests

Deadline

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.

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

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