



Kalkaska Public Schools

Posting / Employment Opportunity

June 12, 2025

*Director of Athletics, Activities, and Ancillaries
2025-2026 SY*

Job Description

Kalkaska Public Schools aspires to leverage the latest research on sports performance, coaching excellence and student wellness to further strengthen our outstanding athletic programs. As such, we seek an experienced professional who is eager to innovate the role of Athletic Director with an eye towards whole student-athlete development, and who understands the role of sport/athletics in social-emotional and academic learning. Candidates should be familiar with the latest research on sports science/psychology as it relates to performance and the use of performance metrics, strength and conditioning, healthy lifestyles, relationship building, leadership and character development. This position focuses on the development of students in the extra-curricular setting — including but not limited to athletics.

District-wide Responsibilities

- Lead by example.
- Develop, organize, supervise and evaluate the program of sports and interscholastic athletics for the entire school district.
- Incorporate into the athletic culture Kalkaska Public School's core values of respect, integrity, personal growth, community and wisdom.
- Support the district and its leadership through partnership with school administrators.
- Engage with school leadership to shape an aspirational, long-range plan for athletics.
- Perform other duties as assigned.
- Develop a District wide weight and strength training program.

Development of Coaches

- Recruit and retain coaches who are properly trained in all organizational, pedagogical and philosophical aspects of the athletic program. In this connection, the ideal candidate will collaborate with the Superintendent and the administrative team in employment decisions and faculty assignments.
- Ensure coaches are aware of athletic department rules, expectations and guidelines and those they uphold these standards equally across all teams and sports.
- Foster a reflective-coaching environment in which the culture reinforces the importance of continuous self-awareness, understanding and growth and provides opportunities for professional development.
- Support coaches in their personal and professional development by exemplifying the behaviors and attitudes that coaches are expected to bring to their teams.
- Regular observations of coaches and proactive connections with coaches on a one-to-one basis to



provide personalized support and check-ins.

- Ensure that coaches are aware of all of the supports that they have and the supports available for their athletes' well-being (school counselor, advisor, athletic trainer, etc.).
- Clearly articulate to coaches the school's processes and protocols for handling any and all situations that may arise including issues related to mental health, bullying/hazing, sexual harassment or assault, disordered eating, etc.

Data Literacy and Technology Aptitude

- Experience with data-informed decision-making processes, including the design of effective surveys.
- Adept in the use of technology as a tool for data collection and strategic communication.

Communications

- Provide the Kalkaska Public Schools Business Office with regular information on the various athletic programs and sports-related achievements, especially those that are representative of high character.
- Ensure that all athletic-related programs and communications are consistent with the school's brand and philosophy.
- Maintain records of team and individual athletic accomplishments and share with the appropriate personnel.

Operations

- Oversee proper maintenance and security of athletic equipment and athletic facilities, fields and courts, working in coordination with the building administrators and the facilities and grounds supervisor.
- Prepare, submit, and administer a budget each year for the district's athletic programs in consultation with the business office.
- Coordinate the scheduling of all athletic contests, transportation and the hiring of all game officials.
- Represent the school at various state and regional and athletic associations and to oversee compliance with all MHSAA regulations.
- Oversee the distribution, collection, cleaning, repair and storage of all athletic uniforms and equipment.
- Oversee the effective operations of the transportation department, including but not limited to athletic transportation, including working with the transportation director.
- Oversee the effective operations of the maintenance department, including working with the maintenance director.
- Meets regularly and coordinates with Student Leadership Teams and the Marching/Pep Band Director to ensure that all school spirit events run smoothly and appropriately represent all stakeholders involved.
- Provides student supervision as assigned by the building Principal.
- Participates in programming and grow the social and emotional health of our student body (for example: Jostens Renaissance Activities, Hope Squad, Teen Health Corner activities and Live Well



Kalkaska activities).

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.

Additional Information

- The Director of Athletics is responsible for leadership, development, oversight and evaluation of the district's athletic programs. Director of Athletics is also responsible for articulating, stewarding and interpreting a comprehensive vision for KPS Athletics, ensuring that its activities are consistent with and supportive and appropriate.
- Excellent organizational and decision-making skills and demonstrate the ability to communicate effectively, both verbally and in writing. Familiarity with rules and regulations of relevant athletic associations is required. Additional qualifications include the ability to work collaboratively with a team, as well as being a self-starter capable of working independently.
- Candidates should have a demonstrated interest in making a positive impact on the lives of adolescents and embrace the opportunity to work with a diverse community in a public school environment.
- Activities and Ancillary portions of the assignment would share co-advising through Student Leadership, planning building-wide SEL activities, using data to coordinate with Teen Health Corner, LiveWell Kalkaska and PE / health teachers etc.

Compensation

Master's degree in administration and community leadership preferred. A Bachelor's Degree in Education would be the minimum degree. While we acknowledge this is technically a year-round position it includes flexibility for the complex nature of the position. Salary will be commensurate with experience and competitive regionally.

Deadline

3 p.m. on June 20, 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.

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.

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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