



## EXTERNAL Softball Assistant Coach

2023 - 2024 School Year

<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>This position requires knowledge equivalent to that which normally would be acquired through the completion of a High School Diploma or GED.</li> </ul>		
<b>Essential Duties and Responsibilities</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>Understand and have knowledge of this sport.</li> <li>Create a positive and appropriate environment that is conducive to learning.</li> <li>Maintain an open line of communication with parents and provide appropriate information.</li> <li>Ability to work collaboratively with all members of the staff, students and parents.</li> <li>Strong communication, organization and record keeping skills.</li> <li>Must maintain confidentiality.</li> <li>Possess experience in terms of knowledge, skills, and abilities in the designated sport areas.</li> <li>Coordinate off season training sessions, etc. in alignment with MHSAA.</li> <li>Regular and reliable attendance.</li> <li>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.</li> <li>Coach shall collect the pay to participate.</li> <li>Assist with off season duties, such as: weight training, conditioning etc.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Strong writing and computer skills</li> <li>Supervisory and sports management experience</li> </ul>		
<b>Deadline</b>	3:00 p.m. on February 16, 2024 or until filled		
<b>Method of Application</b>	<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;"> Rick Heitmeyer  Kalkaska Public Schools  315 South Coral Street  Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>		
<b>Contact Information</b>	Please direct questions to Rick Heitmeyer at e-mail <a href="mailto:rheimeyer@kpschools.com">rheimeyer@kpschools.com</a>		

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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

