



Kalkaska Public Schools

Posting / Employment Opportunity

August 16, 2022

EXTERNAL Assistant/Varsity Coach for the following sports: Volleyball, Softball, Baseball, Girls' and Boys' Basketball *2022 - 2023 School Year*

Qualification Requirements	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 • Support the policies and protocols of KPS • Assist with off-season training programs as directed by the head coach • 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 • Coordinate off season training sessions, etc. in alignment with MHSAA • Assistant coach will be directed by the head coach <p>Preferred:</p> <ul style="list-style-type: none"> • Strong writing and computer skills • Supervisory and sports management experience 			
Deadline	3:00 p.m. August 29, 2022 or until filled			
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 style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none; vertical-align: top;"> <p style="text-align: center;">Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</p> </td> <td style="width: 40%; border: none; vertical-align: top;"> <p style="text-align: center;">Or electronically as ONE document to: jobs@kpschools.com</p> </td> </tr> </table>		<p style="text-align: center;">Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</p>	<p style="text-align: center;">Or electronically as ONE document to: jobs@kpschools.com</p>
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Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@kpschools.com			

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