



Kalkaska Public Schools

Posting / Employment Opportunity

November 30, 2022

EXTERNAL Behavior Coach 2022-2023 School Year

Qualification Requirements	<ul style="list-style-type: none"> • Prefer Master’s Degree in Educational Leadership or Administration and possession of/eligibility for Michigan School Administrator Certificate • Minimum of Bachelor’s Degree in Education • Valid Michigan Teaching Certificate, preferred • Experience is preferred by not required
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • At Risk Student Monitor: <ul style="list-style-type: none"> ○ Monitor at-risk students ○ Coordinate efforts with staff and parents to assist at-risk students • Student supervision (monitoring hallways, lunch periods and assemblies, etc.) • School-wide student behavior implementation, follow up, and reporting: <ul style="list-style-type: none"> ○ Communication and follow up with parents regarding student behavior concerns ○ Resolve issues of student behavior, set-up and facilitate parent meetings when necessary, as well as working with staff members to ensure consistent and effective student behavior procedures ○ Assessing student behavior/ creating behavior plans/ contracts ○ Assist transportation with discipline issues on buses (including watching video and working with, drivers, students and parents, as necessary) • Attendance Monitor <ul style="list-style-type: none"> ○ Set-up and facilitate parent meetings involving attendance issues ○ Truancy (letters to parents, meetings with staff and parents) • Be available for students with any needs • Serve as the ‘point person’ for county probation officers (i.e. coordinate communication between the school, courts, and auxiliary personnel) • Serve on appropriate committee (i.e. Special Education Committee, etc.) • Special education <ul style="list-style-type: none"> ○ Attend student IEP’s when necessary • Work closely with Administrator and staff; and provide constant communication • Perform other duties as assigned • Maintain regular and reliable attendance • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District
Salary and Benefits	Minimum of \$40,000 and commiserate with experience
Deadline	3:00 p.m. on December 13, 2022 or until filled

Method of Application	Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:	
	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com

Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@kpschools.com.
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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