



Kalkaska Public Schools

Posting / Employment Opportunity

March 5, 2024

EXTERNAL Boys' Middle School Track Coach

2023-2024 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	<ul style="list-style-type: none"> • Understand and have knowledge of this sport • Possess experience in terms of knowledge, skills, and abilities in the designated sport areas • Create a positive and appropriate environment that is conducive to learning • Maintain an open line of communication with parents and provide appropriate information • Work collaboratively with all members of the staff, students and parents • Have strong communication, organization and record keeping skills • Maintain confidentiality • Assist with off season duties, such as weight training, conditioning, etc. • Regular and reliable attendance <p><i>Preferred:</i></p> <ul style="list-style-type: none"> • Strong writing and computer skills • Supervisory and sports management experience 			
Salary and Benefits	Determined by the contract.			
Deadline	3:00 p.m. March 18, 2024 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 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 ONE PDF document to: jobs@kpschools.com </td> </tr> </table>		Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
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 rheimeyer@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