



Kalkaska Public Schools

Posting / Employment Opportunity

February 15, 2024

EXTERNAL Dean of Students - Alternative Education Program

2024-2025 School Year

Qualification Requirements	<ul style="list-style-type: none">• Minimum of a Bachelor's Degree, Valid Michigan Teaching Certificate• At least five years of successful teaching experience at the secondary level (grade 6-12)• Preference will be given to candidates with master's degree or additional relevant graduate courses
Chain of Command	<ul style="list-style-type: none">• Dean of Students answers directly to the Director of the Alternative Education Program
D of S Supervises	<ul style="list-style-type: none">• Personnel and students assigned to the alternative program
Job Description	<ul style="list-style-type: none">• Serves as half time educational leader, supervisor, and interpreter of the educational program in the alternative school; responsible for the instruction in the alternative program as well as delegating responsibilities as needed to personnel assigned to the program as well as teach up to two regular education high school classes for part of the day.
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Knows how to manipulate, program, monitor, and accommodate the Edgenuity educational resource.• Plans, administers, and supervises the educational program• Supervises in tandem with the director of alternative education all certified and classified personnel assigned to the program and helps with completion of staff evaluations.• Program 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.• Make use of achievement data to provide leadership in curriculum development and best instructional practices.• Comply with legal and regulatory requirements of the various governmental agencies.• Demonstrate a strong working knowledge of the use of technology both in the classroom and as a means for improving the overall effectiveness of the program.• Adhere to the district health and safety policies.• Perform other duties as assigned.• Maintain regular and reliable attendance. <p>At-Risk Student Monitor:</p> <ul style="list-style-type: none">* Monitor at-risk students* Coordinate efforts with staff and parents to assist at-risk students.
Deadline	3:00pm on February 28, 2024 or until filled
Compensation	10% of Step 1 of successful candidate's current pay scale and/or commensurate with previous similar experience.

Method of Application	Persons who are interested in this position should submit letters 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 via email at 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