



# Kalkaska Public Schools

Posting / Employment Opportunity

April 10, 2023

## EXTERNAL Girls' Middle School Track and Field Coach

2022-2023 School Year

<b>Qualification Requirements</b>	This position requires knowledge equivalent to that which normally would be acquired through the completion of a High School Diploma or GED.			
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Understand and have knowledge of this sport</li> <li>• Possess experience in terms of knowledge, skills, and abilities in the designated sport areas</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>• Work collaboratively with all members of the staff, students and parents</li> <li>• Have strong communication, organization and record keeping skills</li> <li>• Maintain confidentiality</li> <li>• Assist with off season duties, such as weight training, conditioning, etc.</li> <li>• Regular and reliable attendance</li> </ul> <p><i>Preferred:</i></p> <ul style="list-style-type: none"> <li>• Strong writing and computer skills</li> <li>• Supervisory and sports management experience</li> </ul>			
<b>Salary and Benefits</b>	Determined by the contract.			
<b>Deadline</b>	3:00 p.m., Friday, April 21, 2023 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