



Kalkaska Public Schools

Posting / Employment Opportunity

May 11, 2022

EXTERNAL Summer School Administrator- High School

2022 Summer

Qualification Requirements	<ul style="list-style-type: none"> • Holds a Michigan Teaching Certificate and Administrative Certificate 			
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Administrator can work remotely, but must report to the building as needed to handle disciplinary issues and/or 'sub' if Library Supervisor is not available on a given day. • Must check weekly progress for all enrolled students. • Must reach out to students and teachers to solve issues in process and/or understanding. • Must be present in person in the first two days to ensure enrollment, access, understanding of the program, etc. 			
Salary and Benefits	Compensation: \$1000 stipend.			
Deadline	3:00 p.m. on May 24, 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 border="0" data-bbox="347 1184 1516 1360"> <tr> <td data-bbox="347 1184 980 1360" style="border: none;"> <p style="text-align: center;">Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</p> </td> <td data-bbox="980 1184 1516 1360" style="border: none;"> <p>Or electronically as ONE PDF 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>Or electronically as ONE PDF document to: jobs@kpschools.com</p>
<p style="text-align: center;">Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</p>	<p>Or electronically as ONE PDF document to: jobs@kpschools.com</p>			
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheimeyer@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