



Kalkaska Public Schools

Posting / Employment Opportunity

June 17, 2025

Extended Resource - KMS

Job Description

Kalkaska Middle School aspires to provide a primarily self-contained classroom situation to a body of learners that are struggling with behavior. As such, we are seeking an individual to manage and teach these learners using the latest techniques in behavior management. Candidates should be familiar with the latest research and techniques of PBIS, Restorative Justice, Trauma Informed Classrooms, and ACES. The focus of this classroom will be Social and Emotional Lessons, Social Skills, Community Service, and Life Skills. Students will be learning core curriculum at their present academic level and ability

Qualifications

- Minimum of a Bachelor's Degree from an accredited college or university
- Must hold or be eligible for a Michigan Teaching Certificate
- Must be eligible for or be certified to teach in a K-8 Self-contained classroom
- Must hold or be willing to obtain a special education endorsement for cognitive impairment (SA)
- Preference will be given to candidates with training or other credentials/certifications specific to student behavior. Experience and expertise in student behavior management and collaborative problem solving is also preferred.

Primary Duties & Responsibilities

- Focus on life skills and practical application of knowledge.
- Community and project / experiential based learning.
- This will also involve pushing into general education classrooms.
- Work with students in a self-contained classroom setting for 4 to 6 hours daily on a variety of learning activities to promote social awareness and appropriate behavior in social and community settings.
- Teach each student core subjects at their present academic level, and use consistent progress monitoring to adjust lessons. Understand and provide modified curriculum or accommodations, or the Essential Elements curriculum, depending on student need.
- Understand both the diploma and certificate of completion pathways for special education students.
- Act as a role model to demonstrate appropriate behavior to students, consistently focus instruction on appropriate behavior and emotion management in a variety of settings, maintain a classroom conducive to learning, and maintain classroom physical appearance.
- Provide behavioral interventions to students in need, provide consequences for student behavior in accordance with KPS policies and the KMS Handbook, may be required to physically restrain students with NVCI techniques. Must maintain NVCI certification.



- May attend classes with students in the inclusion setting, monitor behavior of inclusion students, assist with classroom management, ensure inclusion student's understanding of general education curriculum material presented.
- Ability to write, manage and conduct IEP's, BIP's, FBA's, and MDR's as needed. Must follow all IDEA regulations and timelines, and all KPS protocols and procedures for special education case management. Must attend Easy IEP training/refresher annually. Must attend ISD supported special education meetings.
- Provide support to staff in all areas related to emotional disturbance, trauma, behavior disorders and interventions.
- Organize and participate in community based life skill education such as shopping, reading ads in a newspaper, using public transportation, ordering food and paying for it, etc.
- Work collaboratively with colleagues to ensure student success.
- Serve as an advocate for students' diverse needs.
- Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Maintain professionalism when interacting with students, parents, community, community agencies, and colleagues.
- Maintain accurate records of student performance and attendance on a regular and consistent basis, and communicate effectively with students and their parents.
- Stay abreast of current educational trends and best practices as these relate to classroom instruction and effective schools.
- Incorporate and model appropriate use of technology to support instruction and student learning.
- Develop professional relationships with other agencies and programs.
- Establish and communicate clear objectives for all learning activities. Observe and evaluate students' performance.
- Possess strong motivational skills and willingness to be flexible and adapt to changing priorities and new initiatives.
- Maintain regular and reliable attendance.
- Perform other duties as assigned.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Determined by the contract.

Deadline

3 p.m. on June 23, 2025 or until filled.

Application Process



Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

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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