



Kalkaska Public Schools

Posting / Employment Opportunity

December 3, 2025

Homebound Middle School Teacher

Qualification Requirements

- Certified Teacher
- Middle School Student (s)

Duties and Responsibilities

- Position is available immediately and will consist of two hours per week with a minimum requirement for two separate 45-minute periods of instruction per week.
- Plan instruction techniques and methodologies and prepares lesson materials based on assessments of individual students and their needs.
- Administers assessment tests and interprets results to identify student needs.
- Records and reports assessment data to teachers and school administrators; completes required forms, reports, and other paperwork.
- Tutors students one-on-one through Google Meet.
- Communicates with teachers and parents to discuss student goals and progress.

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

\$27.00/hour

Deadline

3:00 p.m. on December 8, 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