



Middle School Girls' Track and Field Head Coach

2024-2025 School Year

Qualification Requirements	<ul style="list-style-type: none"> This position requires knowledge equivalent to that which normally would be acquired through the completion of a High School Diploma or GED. 		
Essential Duties and Responsibilities	<p>Required:</p> <ul style="list-style-type: none"> Understand and have knowledge of this sport. Create a safe, positive and appropriate environment that is conducive to learning. Maintain an open line of communication with parents and provide appropriate information. Ability to work collaboratively with all members of the staff, students and parents. Strong communication, organization and record keeping skills. Must maintain confidentiality. Possess experience in terms of knowledge, skills, and abilities in the designated sport areas. Assist with off season duties, such as weight training, conditioning, etc. Coach shall collect the pay to participate fee and balance with athletic secretary. This position will be available only if there are enough student athletes to have a team. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. <p>Preferred:</p> <ul style="list-style-type: none"> Strong writing and computer skills. Supervisory and sports management experience. 		
Salary and Benefits	According to schedule B		
Deadline	3:00 p.m. on October 9, 2024 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" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 50%; vertical-align: top;"> Or electronically as ONE PDF document to: jobs@kpschools.com </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
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**Contact
Information**

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@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