



Kalkaska Public Schools

Posting / Employment Opportunity

August 20, 2026

Robotics Club Coach

2026-2027 SY

Qualification Requirements

- This position requires knowledge equivalent to that which normally would be acquired through the completion of a High School Diploma or GED.

Duties and Responsibilities

- Understand and have knowledge of robotics
- Possess experience in terms of knowledge, skills, and abilities in the designated sport area
- Establish preseason goals
- Coordinate kick-off materials with the FRC community
- Schedule and attend two robotics competition dates
- Recruit community mentors
- Order materials and equipment
- Provide guidance and supervision to team members during the build season
- Create a positive and appropriate environment that is conducive to learning
- Maintain an open line of communication with parents and provide appropriate information
- Work collaboratively with all members of the staff, students and parents
- Have strong communication, organization and record keeping skills
- Maintain confidentiality
- Assist with off-season duties such as inventory, ordering, budgeting, etc.
- Regular and reliable attendance

Preferred:

- Strong writing and computer skills
- Supervisory and Robotics Team or coaching experience

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 August 26, 2026 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.



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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