



# Kalkaska Public Schools

*Posting / Employment Opportunity*

*February 2, 2026*

*Special Education Teacher - KHS  
2025-2026 SY*

## **Qualification Requirements**

- Certified Special Education Teacher

## **Duties and Responsibilities**

- Maintain order within the classroom and school with proactive classroom management and a well-organized, rigorous learning environment.
- 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.
- Serve as a role model through actions and behaviors.
- Provides and coordinates an appropriate, positive learning environment with a variety of activities and materials for student intervention and instruction.
- Provides information, resources, and support to families and building staff regarding student needs.
- Collaborate with fellow teachers to create a data-driven, learner-centered, friendly and safe environment.
- Maintain professionalism when interacting with students, parents, community, community agencies and colleagues.
- Set goals for student achievement supported by a viable curriculum and the building school improvement plan.
- Select and use a variety of instructional materials to stimulate learning and meet the needs of all students.
- Demonstrate knowledge of subject matter and the common core standards.
- Develop and administer formative and summative tests, use multiple tools to assess student learning on an ongoing basis, and alter instruction to meet group and individual needs.
- Maintain accurate records of student performance and attendance on a regular and consistent basis, and communicates effectively with students and their parents.
- Develops and implements IEPs, monitors student progress toward IEP goals/objectives, and periodically reports on this progress.
- Serve as an advocate for students' diverse needs.
- Complete all necessary paperwork, as required by law.
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- All other duties assigned by the building principal.
- Regular and reliable attendance.



*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 KEA contract.

### **Deadline**

3 p.m. on February 10, 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](mailto:jobs@kpschools.com).

Please direct questions to Rick Heitmeyer at e-mail [rheimeyer@kpschools.com](mailto:rheimeyer@kpschools.com). Visit our website at [www.kpschools.com](http://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