



Kalkaska Public Schools

Posting / Employment Opportunity

April 15, 2026

*Varsity Football Assistant Coaches (3)
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

Required:

- Previous successful Varsity coaching experience, preferred.
- Plan, organize, and execute off-season, summer, and pre-season training and preparation programs, this includes recruiting new players on a year round basis.
- Ability to teach offensive and defensive strategies to develop a team concept of football.
- Ability to interact with student-athletes of different ages and golf skill levels in a positive and professional manner.
- Motivate and mentor student-athletes.
- Create a safe, positive, and appropriate environment that is conducive to learning.
- Maintain communication with parents, student-athletes, and community, including giving up-to-date information regarding practice/game schedules.
- Celebrate student success through record taking, social media, and the proper reporting to local media and affiliated groups.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Preferred:

- Strong writing and computer skill
- Supervisory and sports management 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

According to schedule b.

Deadline

3 p.m. on April 21, 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