



Kalkaska Public Schools

Posting / Employment Opportunity

September 3, 2026

Part-time Transportation Secretary/Dispatcher 2026-2027 SY

Qualification Requirements

- High school degree.
- Three or more years of related experience providing clerical support in an office setting including bookkeeping, Microsoft, Google Suite, PowerSchool, or an equivalent combination of education and experience.
- Ability to:
 - seek out information and master position-specific software with minimal training.
 - read and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
 - write routine reports and correspondence.
 - effectively present information in one-on-one small group settings to parents, community members, students and school employees.
 - interpret a variety of instructions given in written, oral, diagram or schedule form.
 - problem solve in situations involving several variables.
 - receive delegated tasks from supervisor and prioritize.

Duties and Responsibilities

- *Split position: 6:30-8:30 a.m. and 2:30-4:30 p.m.*
- Appropriate etiquette and response when answering telephone calls and emails.
- Take messages and relay information appropriately.
- Positively and enthusiastically greets visitors.
- Contribute to a safe, positive, and welcoming school and office environment.
- Process and distribute incoming mail and prepare outgoing mail.
- Other duties as assigned by the supervisor.
- Regular and reliable attendance.
- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

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

Salary and benefits are determined by the pay scale and commensurate with experience. *Additional compensation due to split position.*

Deadline

3 p.m. on September 11, 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