



Kalkaska Public Schools

Posting / Employment Opportunity

November 7, 2024

Dean of Students 2024-2025 School Year

Qualification Requirements

- Prefer Master's Degree in Educational Leadership or Administration and possession of/eligibility for Michigan School Administrator Certificate
- Minimum of Bachelor's Degree in Education
- Valid Michigan Teaching Certificate, preferred
- Experience is preferred but not required

Essential Duties and Responsibilities

- Take the lead on student behavior management and positive behavior initiatives
 - Prioritize improving behavior and school climate / culture
 - Communicate and follow up with staff in meaningful ways
 - Communicate and follow up with parents (emails, calls, meetings, etc.) regarding student behavior
 - Assess student behavior data and create behavior plans / contracts
 - Build relationships with students and set boundaries for them
 - Provide proactive and scaffolded behavior support based on behavior data
 - Remain neutral and objective in all situations, including when managing student behavior and issuing consequences
 - Help teachers with classroom behavior management strategies
 - Use proven / research based strategies to help students improve behavior
 - Support PBIS initiatives, including staff and student acknowledgement, continuum of responses, etc.
 - Assist transportation with discipline issues on buses (including watching video and working with, drivers, students and parents, as necessary)
- Be visible in the halls during passing and classrooms during class time
- Monitor and assist at-risk students by coordinating efforts with staff and parents.
- Set-up and facilitate parent meetings involving attendance issues, including truancy (letters to parents, meetings with staff and parents)
- Serve as the 'point person' for county probation officers (i.e. coordinate communication between the school, courts, and auxiliary personnel)
- Attend student IEP's as the principal's designee when necessary
- Work closely with administration and provide constant communication
- Conduct SEL activities in the classrooms
- Work as a part of a collaborative building team
- Perform other duties as assigned
- Maintain regular and reliable attendance
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District

Salary and Benefits	This is an unaffiliated position. 195 work days. Salary range between \$56,500-\$66,000, commensurate with relevant experience and education. Full benefit package.	
Deadline	The deadline is Thursday, November 14, at 3 p.m. Interviews will be scheduled within a week after the posting expires.	
Method of Application	Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:	
	Rick Heitmeyer, Superintendent Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@kpschools.com.	
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>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</p>		