



EXTERNAL Football Assistant Coach

2023 - 2024 School Year

Qualification Requirements	<ul style="list-style-type: none"> This position requires knowledge equivalent to that which normally would be acquired through the completion of a High School Diploma or GED. 		
Essential Duties and Responsibilities	<p>Required:</p> <ul style="list-style-type: none"> Understand and have knowledge of this sport. Create a positive and appropriate environment that is conducive to learning. Maintain an open line of communication with parents and provide appropriate information. Ability to work collaboratively with all members of the staff, students and parents. Strong communication, organization and record keeping skills. Must maintain confidentiality. Possess experience in terms of knowledge, skills, and abilities in the designated sport areas. Coordinate off season training sessions, etc. in alignment with MHSAA. 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. Coach shall collect the pay to participate. Assist with off season duties, such as: weight training, conditioning etc. <p>Preferred:</p> <ul style="list-style-type: none"> Strong writing and computer skills Supervisory and sports management experience 		
Deadline	3:00 p.m. on February 16, 2024 or until filled		
Method of Application	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as ONE PDF document to: jobs@kpschools.com </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
Rick Heitmeyer 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 rheimeyer@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

