



# Kalkaska Public Schools

Posting / Employment Opportunity

September 3, 2025

## *Girls' Varsity Assistant Track and Field 2025-2026 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:***

- Understand and have knowledge of this sport.
- Create a safe, 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.
- Assist with off-season duties, such as weight training, conditioning, etc.
- Coach shall collect the pay to participate fee and balance with athletic secretary.
- This position will be available only if there are enough student athletes to have a team.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
- Attend all regularly scheduled contests.

#### ***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 September 9, 2025 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