



Kalkaska Public Schools

Posting / Employment Opportunity

September 26, 2025

*Instructional Para-professional KHS
2025-2026 SY*

Qualification Requirements

- Minimum of a high school diploma or equivalent; some college level preparation preferred.
- CPR certification – adult, infant and child and First Aid certification (will train).
- Pass background check.
- Experience in the use of typing, computers, office machines preferred.
- Ability to relate successfully with fellow workers.
- Ability to assume responsibility with a minimum of supervision.
- Ability to work with and supervise students. Experience working with students in a structured setting preferred. Experience with supporting positive student behavior is preferred.
- Evidence of a good employment record, including attendance, if previously employed outside the home.

Duties and Responsibilities

- Employee will be working in a partially self-contained resource room and in classrooms.
- May be assigned student supervision responsibilities.
- Assist and support teachers in classroom instructional, behavioral and emotional development activities, engages students as instructed by teacher.
- May perform other specialized learning related activities such as operating a center program that provides hands-on learning that reinforces current classroom learning topics and teaching work-study students.
- Knowledge of proper discipline procedures for uncooperative and hard to manage students.
- Knowledge of student's impairment or handicap.
- Any other duties deemed necessary by supervisor.
- 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.
- Supervision of students.
- Reinforce what has been taught by the teacher.
- Keep accurate records if required and/or necessary.
- Follow schedule as outlined by Principal or designee and yet be flexible because of special programs within the school day.
- Assist teachers and/or administration.
- Use computer, copier and/or other office machines as needed to fulfill the responsibility of assisting teachers and/or administration.

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

Determined by the support staff contract.

Deadline

3 p.m. on October 2, 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.

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com. Visit our website at 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