



Kalkaska Public Schools

Posting / Employment Opportunity

December 18, 2025

Early Childhood Long Term Sub Para-professional x 2 *Timeframe: Variable*

Qualification Requirements

- Minimum of a high school diploma or equivalent; some college level preparation preferred.
- Child Development Associate Credential (CDA) or an Associates of Arts in early childhood /preschool education or childhood development or 120 hours of documented formal child care education offered my MDE
- CPR certification – adult, infant and child and First Aid certification (will train).
- TB test, preferred.

Duties and Responsibilities

- Implement developmentally-appropriate instruction for children using research-based curriculum.
- Follow the daily schedule as outlined in the curriculum and GSRP guidelines.
- Conduct screening and ongoing assessment of children and provide age-appropriate instructional support.
- Meet with Early Childhood Specialist or other support personnel as needed to ensure quality programming.
- Attend staff meetings, workshops, and other scheduled program activities as requested.
- Collaborate in planning, team meetings, troubleshooting, and decision-making.
- Monitor behavior and support the educational process in the classroom.
- Participate in home visits to partner with parents to meet the educational needs of their children.
- Organize and maintain records for grant and licensing purposes.
- Create and update anecdotal records and portfolios for each child.
- Participate in district recruitment efforts, including open houses and round-ups, and assist in student selection.
- Maintain inventory of classroom equipment, materials and supplies.
- Help schedule and support parent/family activities.
- Help develop newsletters and informational materials for families.
- Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open houses, and parent advisory meetings.
- Assist and support teachers in classroom instructional, behavioral and emotional development activities, engage students as instructed by the teacher.
- Employee must be capable of performing physical demands of the job, including but not limited to lifting, bending, stooping, squatting, and standing for long periods of time.
- Work environment may be raised noise level.
- Regular and reliable attendance.
- Perform other duties as assigned.
- The 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

Minimum wage.

Deadline

3 p.m. on December 26, 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