Kalkaska Public Schools

Posting / Employment Opportunity

November 18, 2026

Student Success Advisor Assistant – Birch Street Elementary

2026-2027 SY

Qualification Requirements

- Associate's degree required at minimum, Bachelor's degree, preferred
- Experience, preferred

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)
- At Risk Student Monitor:
  - Monitor at-risk students
  - Coordinate efforts with staff and parents to assist at-risk students
- Student supervision (monitoring hallways, lunch periods and assemblies, etc.)
- School-wide student discipline implementation, follow up, and reporting:
  - Communication and follow up with parents regarding student behavior concerns.
  - Resolve issues of student discipline, set-up and facilitate parent meetings when necessary, as well as working with staff members to ensure consistent and effective discipline procedures
  - Assessing student behavior/ creating behavior plans/ contracts
  - Assist transportation with discipline issues on buses (including watching video and working with, drivers, students and parents)
- Attendance Monitor
- Set-up and facilitate parent meetings involving attendance issues
- Truancy (letters to parents, meetings with staff and parents)

- Be available for students with any needs
- Manage, coordinate, supervise and evaluate paraprofessionals
- Serve as the 'point person' for county probation officers (i.e. coordinate communication between the school, courts, and auxiliary personnel)
- Serve on appropriate committee (i.e. Special Education Committee, etc.)
- Special education:
    - Attend Continuous Improvement Monitoring Systems (CIMS) meetings and complete workbook activities
    - Attend student IEP's when necessary
- Building Pupil Accountant (K-2)
    - Manage student enrollment
    - Maintain accurate student records
    - State and federal reporting for all student data
    - Collects, review and maintains all documents related to count day(s)
- Work closely with Administrator and staff; constant communication
- Assume administrator role in his/her absence
- Preform other duties as assigned
- Maintain regular and reliable attendance.

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

Commensurate with experience.

Deadline

3 p.m. on November 24, 2026 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.

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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