



Kalkaska Public Schools

Posting / Employment Opportunity

June 18, 2025

*Varsity Boys' Cross Country
2025-2026 SY*

Qualifications

This position requires knowledge equivalent to that which normally would be acquired through the completion of a High School Diploma or GED.

Primary Duties & Responsibilities

Required:

- Previous successful Varsity coaching experience.
- Plan, organize, and execute off-season, summer, and pre-season training and preparation programs, this includes recruiting new players on a year round basis.
- Willing to lead a complete program including youth, middle school, and high school programs.
- Ability to interact with student-athletes of different ages and cross country skill levels in a positive and professional manner.
- Motivate and mentor student-athletes.
- Create a safe, positive, and appropriate environment that is conducive to learning.
- Maintain communication with parents, student-athletes, and community, including giving up-to-date information regarding practice/game schedules.
- Celebrate student success through record taking, social media, and the proper reporting to local media and affiliated groups.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Preferred:

- Previous varsity coaching experience
- Strong writing and computer skills
- 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

Determined by the contract.

Deadline

3 p.m. on June 24, 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