

**PLEASE POST**

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**DATE:** JUNE 3, 2019  
**TO:** ALL QUALIFIED CANDIDATES  
**FROM:** OFFICE OF THE SUPERINTENDENT  
**REF:** NON-CERTIFIED POSITION OPENING  
**POSITION:** RTP (Responsible Thinking Process) COORDINATOR  
MAX LARSEN ELEMENTARY SCHOOL

**QUALIFICATIONS:**

- Must possess a basic understanding of the process and PCT (Perceptual Control Theory)
- Must possess a clear understanding of the administration of the RTP (Responsible Thinking Process)
- Possess ability and willingness to acquire the proper training and education
- Must have a clear understanding of the developmental needs of K-5 students
- Possess positive interpersonal and communication skills
- Possess strong classroom management skills
- Able to track and monitor behavior issues and interventions
- Able to utilize Microsoft Word, Excel, and Google applications

**SALARY**

**& BENEFITS:** PER CESPACONTRACT  
\*Not to exceed 29 hours per week while school is in session\*

**DEADLINE** UNTIL FILLED  
**TO APPLY:**

**EXPECTED** 2019-2020 School Year (contingent upon Board approval)  
**DATE OF HIRE:**

**APPLY TO:** HUMAN RESOURCES DEPARTMENT  
**(INCLUDE LETTER OF** COLDWATER COMMUNITY SCHOOLS  
**INTEREST, RESUME,** 401 SAUK RIVER DRIVE  
**& REFERENCES)** COLDWATER, MI 49036  
hr@ccscards.org

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**NOTICE HAS BEEN POSTED LOCALLY & ON DISTRICT WEBSITE**

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The Coldwater Community School District is an equal opportunity employer. Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972k and Section 504 of the Rehabilitation Act of 1973, Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap.