

PUBLIC SCHOOLS OF PETOSKEY

“A special place for everyone”

Staff News Bulletin

June 8, 2018

Number 37

PETOSKEY SCHOOL CALENDAR

Calendar information is provided by Nicole Morrow, Building Use.

If you have any questions or would like to schedule an event, please contact Nicole at 348.2229 or morrow.nm.y@petoskeyschools.org.

Friday, June 8

9:00AM

½ Day, Final Day for All Students

V/ Boys' Golf, Away @ Battle Creek (states)

Saturday, June 9

9:00AM

V/ Boys' Golf, Away @ Battle Creek (states)

Sunday, June 10

HOUSEKEEPING

WAGE INCREASE

If you have completed coursework and are ready to jump to the next level please contact Lori Lewis and request a wage increase form. Have official transcripts, pertaining to the increase, mailed to Lori Lewis, 1130 Howard Street.

TO RETRIEVE YOUR PSP PAYSTUB

www.petoskeyschools.org

Staff Links

Paystub

Username: the same as what you use to log on to your computer

Password: the same as what you use to log on to your computer
Pin: the last four digits of your social security number

Payroll tab

Paystub

Click on the drop down to get the Pay date you are looking for

Click View

Right click and print

LEAVE TIME: MATERNITY LEAVE AND/OR FMLA LEAVE

Please send a leave request, signed by your administrator, to Lori Lewis.
Please contact Tara Moore to discuss pay options.

PLEASE NOTIFY LORI LEWIS AND TARA MOORE IF YOU EXPERIENCE THE FOLLOWING CHANGES:

- **Last name change
- **New phone number
- **Dependent change
- **New address
- **Marriage/Divorce/Birth that would require an insurance change

TO SCHEDULE AN EVENT USING PETOSKEY SCHOOLS FACILITIES:

**For all PSP sponsored athletic events (games/practices) contact:

- High School Athletics
Rosanne Schaub, schaub.re.y@petoskeyschools.org, 231-348-2220
- Middle School Athletics
Joel Dohm, dohm.jj.m@petoskeyschools.org, 231-348-2288

**For all other building/facilities use events contact:

Nicole Morrow, morrow.nm.y@petoskeyschools.org, 231-348-2229

JOB POSTINGS

Please send letter of interest, resume, transcripts, certificate, and references addressed to Dr. John Scholten, Superintendent, as **one complete attached PDF file**, via email to: careers@petoskeyschools.org. Internal candidates need only send a letter of interest.

For questions, please contact Lori Lewis @ 231-348-2355 or lewis.la.y@petoskeyschools.org.

LONG TERM SUBSTITUTE TEACHER

Sheridan Elementary – 1st grade
Deadline: Open until filled (E.O.E.)

This position will begin starting the 2018/2019 school year through approximately October 26, 2018. Candidates must meet all state and federal teacher certification and highly qualified requirements. Experience preferred. Day 1 through Day 10 (must be consecutive or count starts over) @ \$72.36/day, Day 11 through end of assignment @ \$220.00/day.

LONG TERM SUBSTITUTE TEACHER

Ottawa Elementary – Kindergarten
Deadline: Open until filled (E.O.E.)

This position will begin September 17, 2018 for a minimum of 8 weeks, possibly up to 12 weeks. Candidates must meet all state and federal teacher certification and highly qualified requirements. Experience preferred. Day 1 through Day 10 (must be consecutive or count starts over) @ \$72.36/day, Day 11 through end of assignment @ \$220.00/day.

LONG TERM SUBSTITUTE TEACHER

Sheridan Elementary – 3rd grade
Deadline: Open until filled (E.O.E.)

This position will begin approximately October 19, 2018 through approximately January 18, 2019. Candidates must meet all state and federal teacher certification and highly qualified requirements. Experience preferred. Day 1 through Day 10 (must be consecutive or count starts over) @ \$72.36/day, Day 11 through end of assignment @ \$220.00/day.

FULL TIME CUSTODIAN

Petoskey Public Schools
Deadline: June 18, 2018 at 4:00 (E.O.E.)

This third party position is 40 hours per week with overtime available, \$9.92 per hour, insurance benefits included.

Please send letter of interest to:

Mr. Ron Griffin
Public Schools of Petoskey
1130 Howard Street
Petoskey, MI 49770

For questions, please contact Ron Griffin @ 231-348-2344 or
griffin.rt.m@petoskeyschools.org.

COACHING POSITIONS

- JV Boys Tennis Coach
- 8th grade Volleyball Coach

Petoskey High School
Deadline: Open Until Filled (E.O.E.)

Please send letter of interest and resume to:

Mr. Dave Smith
Public Schools of Petoskey
1500 Hill Street
Petoskey, MI 49770

For questions, please contact Dave Smith at 231-348-2104 or
smith.dm.m@petoskeyschools.org.



*“When we seek to
discover the best in
others, we somehow
bring out the best in
ourselves.”*

- William Arthur Ward