

COMMERCE PUBLIC SCHOOLS

217 Commerce Street
Commerce, Oklahoma 74339
(918) 675-4316
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Posted: 1/03/2024

VACANCY LISTING

NAME OF SCHOOL DISTRICT: Commerce Public Schools

☒ Elem. ☒ Middle ☐ Jr. High ☒ High ☒ Combination

☒ Full Time ☐ Part Time

POSITION TITLE: Special Education Paraprofessional

SALARY: Commensurate with Commerce Public Schools salary schedule
(\$13.26 to \$15.84/hr. X 8.0 hrs./day)

OTHER QUALIFICATIONS AND/OR DUTIES:

- | | |
|------------------|---|
| Qualifications: | 1. Associate of Arts Degree or equivalent |
| | 2. Registered as a Special Education Paraprofessional |
| | 3. Able to operate duplicator, copier, therma-fax, and other related office equipment. |
| | 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable. |
| Responsibilities | 1. Performs clerical tasks for teacher. |
| | 2. Prepares copies for students. |
| | 3. Helps with individual instruction of students under the teacher's supervision. |
| | 4. Helps supervise students in the halls, on the playground, on the way to the buses, and in the lunchroom. |
| | 5. Perform such other duties as directed by teacher, principal, and/or Special Education Director. |

STARTING DATE: ASAP

APPLICATION DEADLINE: Until position is filled

JOB APPLICANTS ARE TO SUBMIT: SUBMIT TO:

- ☐ Letter of Application
☐ Resume
☐ Copy of Teacher Certificate(s)
☐ Transcript(s)

☒ Application (Available in
Superintendent's Office or at

<https://www.commercetigers.net/o/cps/page/job-vacancy-listings>)

Mr. Steve Moss, Supt.
Commerce Public Schools
217 Commerce Street
Commerce, OK 74339-2200
or
Mr. Trevor Brough, Principal
Alexander Elementary School
601 6th Street
Commerce, OK 74339

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYERS

Alexander Elementary School
601 6th Street
918-675-4336

Commerce Middle School
500 Commerce Street
918-675-4101

Commerce High School
420 Doug Furnas Blvd.
918-675-4343