

COMMERCE PUBLIC SCHOOLS
217 Commerce Street
Commerce, Oklahoma 74339
(918) 675-4316
Fax: (918) 675-4464
Email: jhaynes@commercetigers.net

Posted: 08/17/2017

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
(\$10.98 to \$13.29/hr. x 8.0 hrs./day) (\$9.72 to \$12.04 until
certified as a paraprofessional)

OTHER QUALIFICATIONS AND/OR DUTIES:

- Qualifications:
1. Associate of Arts Degree or equivalent
 2. Registered as a Special Education Paraprofessional
 3. Able to operate copier, 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.

SETTING: Alexander Elementary School

STARTING DATE: ASAP

APPLICATION DEADLINE: Until position is filled

JOB APPLICANTS ARE TO SUBMIT:

- Letter of Application
- Resume
- Copy of Teacher Certificate(s)
- Transcript(s)
- Application (Available in Superintendent's Office or at <http://www.commercetigers.net/jobvacancylistings.html>)

SUBMIT TO:

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| Mr. Jim Haynes, Supt. Commerce Public Schools 217 Commerce Street Commerce, OK 74339-2200 or Mr. Kevin Wade, Principal or Mr. Trevor Brough, SpEd Dir. Alexander Elementary School 601 6 th Street Commerce, OK 74339-1700 |
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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYERS

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|--|---|---|
| Alexander Elementary School 601 East 6th Street (918) 675-4336 | Commerce Middle School 500 East Commerce (918) 675-4101 | Commerce High School 420 Doug Furnas Blvd. (918) 675-4343 |
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