

COMMERCE PUBLIC SCHOOLS
217 Commerce Street
Commerce, Oklahoma 74339-2200
(918) 675-4316
FAX: (918) 675-4464
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Posted: 10/11/2018

VACANCY LISTING

NAME OF SCHOOL DISTRICT: Commerce Public Schools

Elem. Middle Jr. High High Combination
 Full Time Part Time

POSITION TITLE: Title VII (Computer Lab) Teacher's Assistant

SALARY: Commensurate with the Commerce Public Schools support personnel salary schedule (\$10.27 to \$12.59/hr.) plus health insurance

OTHER QUALIFICATIONS AND/OR DUTIES:

Associate of Arts degree or equivalent.
Facilitates the Remediation Program
Assists teacher with required paper work for grant program.
Performs clerical tasks for teacher.
Prepares copies for students.
Helps supervise students in the halls, on the playground, on the way to the buses, and in the lunchroom.
Help with individual instruction of students under the teacher's supervision.
Perform such other duties as directed by teacher and/or principal.

SETTING: Commerce Middle School

STARTING DATE: October 22, 2018

APPLICATION DEADLINE: Until the position is filled

JOB APPLICANTS ARE TO SUBMIT:

SUBMIT TO:

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

Mr. Jack Kelley
Principal
Commerce Middle School
500 East Commerce Street
Commerce, OK 74339
Fax: (918) 675-5353
jkelly@commercetigers.net

- Application (Available in Superintendent's Office or online at <http://www.commercetigers.net/jobvacancylistings.html>)

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYERS

Alexander Elementary School 601 East 6th Street (918) 675-4336	Commerce Middle School 500 East Commerce (918) 675-4101	Commerce High School 420 D Street (918) 675-4343
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