

**COMMERCE PUBLIC SCHOOLS**  
217 Commerce Street  
Commerce, Oklahoma 74339  
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Fax: (918) 675-4464  
Email: [smoss@commercetigers.net](mailto:smoss@commercetigers.net)

Posted: 04/07/2023

**VACANCY LISTING**

NAME OF SCHOOL DISTRICT: Commerce Public Schools

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

☒ Full Time   ☐ Part Time

POSITION TITLE: Elementary Education Paraprofessional

SALARY: Commensurate with Commerce Public Schools salary schedule  
(\$9.65 to \$12.22/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.          |

SETTING:            Alexander Elementary School

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, Superintendent  
Commerce Public Schools  
217 Commerce Street  
Commerce, OK 74339-2200  
Or  
Mr. Trevor Brough, Principal  
Alexander Elementary School  
601 6<sup>th</sup> Street  
Commerce, OK 74339-1700

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYERS**

Alexander Elementary School  
601 6<sup>th</sup> Street  
Commerce, OK 74339  
918-675-4336

Commerce Middle School  
500 Commerce Street  
Commerce, OK 74339  
918-675-4101

Commerce High School  
420 Doug Furnas Blvd.  
Commerce, OK 74339  
918-675-4343