

**COMMERCE PUBLIC SCHOOLS**  
217 Commerce Street  
Commerce, Oklahoma 74339  
(918) 675-4316  
Fax: (918) 675-4464  
Email: [smoss@commercetigers.net](mailto:smoss@commercetigers.net)

Posted: 06/05/2023

**VACANCY LISTING**

NAME OF SCHOOL DISTRICT: Commerce Public Schools

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

☒ Full Time   ☐ Part Time

POSITION TITLE: Title VI Computer Lab Paraprofessional

SALARY: Commensurate with Commerce Public Schools salary schedule  
(\$10.56 to \$13.32/hr. X 8.0 hrs./day)

**OTHER QUALIFICATIONS AND/OR DUTIES:**

- Qualifications:
1. Associate of Arts Degree or equivalent
  2. Basic Windows and Chrome OS Computer Knowledge
  3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Responsibilities
1. Performs clerical tasks for teacher.
  2. Assists Indian Ed Director with required paper work for grant program.
  3. Coordinates Native American Club meetings and events.
  4. Helps with individual instruction of students under the teacher's supervision.
  5. Helps supervise students in the halls, on the playground, on the way to the buses, and in the lunchroom.
  6. Perform such other duties as directed by teacher, principal, and/or Federal Programs Director.

SETTING:            Alexander Elementary School

STARTING DATE:            August 9, 2023

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 [www.commercetigers.net](http://www.commercetigers.net))

**SUBMIT TO:**

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

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYERS**

Alexander Elementary School  
601 6<sup>th</sup> Street  
918-675-4336

Commerce Middle School  
500 Commerce Street  
918-675-4101

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