

**COMMERCE PUBLIC SCHOOLS**  
217 Commerce Street  
Commerce, Oklahoma 74339-2200  
(918) 675-4316  
Fax: (918) 675-4464

Posted: 06/22/2023

**VACANCY LISTING**

NAME OF SCHOOL DISTRICT: Commerce Public Schools

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

☒ Full Time   ☐ Part Time

POSITION TITLE: Elementary Long Term Substitute Teacher (Maternity Leave)

SALARY: \$90/Day

**OTHER QUALIFICATIONS AND/OR DUTIES:**

1. Applicant must possess Oklahoma State Department of Education certification 1501 or 1600 Elementary Education (1-8)
2. To maintain any certification required by the State Board of Education;
3. To observe all the rules, regulations and policies of the Board of Education;
4. To perform such duties and directives as the Board, Superintendent, or Principal may require;
5. To make all reports, registers, and records called for by the Board, Superintendent, or Principal;
6. To preserve in good condition and order all school property coming under the immediate supervision of the Teacher;
7. To be at assigned duty stations at times set by the Board or administration;
8. To attend all meetings called by the administration;
9. To cooperate effectively with co-workers in all duties;
10. To comply with the provisions of the Oklahoma School Code;
11. To keep abreast of all school policies.
12. To maintain the minimum criteria for effective teaching as adopted by the State Board of Education, as well as local standards of teaching.
13. To implement the district curriculum as approved by the local board of education and directed by district administration.

SETTING: Alexander Elementary School

STARTING DATE: Estimated September 1, 2023

APPLICATION DEADLINE: Until the position is filled

SUBMIT TO:

JOB APPLICANTS ARE TO SUBMIT:

- ☒ 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 St  
Commerce, OK 74339-2200  
smoss@commercetigers.net  
OR  
Mr. Trevor Brough  
AES Principal  
tbrough@commercetigers.net

**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