

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

Posted: 01/24/2012

### VACANCY LISTING

NAME OF SCHOOL DISTRICT: Commerce Public Schools

Elem.     Middle     Jr. High     High     Combination

Full Time     Part Time

POSITION TITLE: Pre-Kindergarten Teacher's Assistant

SALARY: Commensurate with the Commerce Public Schools support personnel salary schedule (\$8.14 to \$10.32/hr.) plus health insurance

#### OTHER QUALIFICATIONS AND/OR DUTIES:

Associate of Arts degree or equivalent.  
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: Alexander Elementary School

STARTING DATE: February 6, 2012

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)
- Application (Available in Superintendent's Office)

Mr. Kevin Wade  
Principal  
Alexander Elementary School  
601 East 6<sup>th</sup> Street  
Commerce, OK 74339

#### 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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