



**“Engaging Minds, Inspiring Hearts, Pursuing Excellence”**

**May 20, 2019**

**CERTIFIED POSITION OPENINGS**

**2019-2020 SCHOOL YEAR**

**McAlester Public Schools is taking applications for the following positions for the 2019-2020 school year:**

**AP History Teacher** – Applicants must hold a valid Oklahoma Teaching Certificate, be certified to teach History at the secondary level. Please send completed application, letter of interest, resume, credentials, and recommendation letter via email to [aallen@mcAlester.k12.ok.us](mailto:aallen@mcAlester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified Application.

**Chemistry /AP Chemistry Teacher** – Applicants must hold a valid Oklahoma Teaching Certificate, be certified to teach Chemistry at the secondary level. Please send completed application, letter of interest, resume, credentials, and recommendation letter via email to [aallen@mcAlester.k12.ok.us](mailto:aallen@mcAlester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified Application.

**Middle School Science Teacher** – Applicants must hold a valid Oklahoma Teaching Certificate, be certified to teach Science at the Middle School level. Please send completed application, letter of interest, resume, credentials, and recommendation letter via email to [aallen@mcAlester.k12.ok.us](mailto:aallen@mcAlester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified Application.

**Secondary Math Teacher** – Applicants must hold a valid Oklahoma Teaching Certificate, be certified to teach secondary math. Please send completed application, letter of interest, resume, credentials, and recommendation letter via email to [aallen@mcAlester.k12.ok.us](mailto:aallen@mcAlester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified Application.

**Middle School Social Studies Teacher** – Applicants must hold a valid Oklahoma Teaching Certificate, be certified to teach Social Studies at the Middle School level. Please send completed application, letter of interest, resume, credentials, and recommendation letter via email to [aallen@mcAlester.k12.ok.us](mailto:aallen@mcAlester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified Application.

**Elementary Teachers** – Applicants must hold a valid Oklahoma Teaching Certificate, have the Elementary Education Certification. Please send completed application, letter of interest, resume, credentials, and recommendation letter via email to [aallen@mcAlester.k12.ok.us](mailto:aallen@mcAlester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified Application.

**Special Education Teacher** – Applicants must hold a valid Oklahoma Teaching Certificate, and be certified to teach Special Education. Please send completed application, letter of interest, resume, credentials, and recommendation letter via email to [aallen@mcAlester.k12.ok.us](mailto:aallen@mcAlester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified Application.

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**Head Boys Basketball Coach.** Applicants should hold a valid Oklahoma Teaching Certificate. Please send completed application, letter of interest, resume, credentials, and recommendation letters via email to [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified application.

**Head Wrestling Coach.** Applicants should hold a valid Oklahoma Teaching Certificate. Please send completed application, letter of interest, resume, credentials, and recommendation letters via email to [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified application.

**Head Baseball Coach.** Applicants should hold a valid Oklahoma Teaching Certificate. Please send completed application, letter of interest, resume, credentials, and recommendation letters via email to [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us). Please visit our website [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and choose Quicklinks to find the Certified application.

Human Resources, Central Office  
(918) 423-4771 or [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us)

**Please Post in: Work Room and Appropriate Work Spaces**

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**NON-CERTIFIED POSITION OPENINGS**

**2019-2020 SCHOOL YEAR**

**McAlester Public Schools - Central Office has an immediate opening for a twelve month HR Specialist.** Previous experience in human resources, credentialing, insurance and benefit coordination as well as workers compensation and unemployment preferred. Applicants should possess strong organizational skills, be able to multi-task, willing to cross train and work closely with payroll and other departments on a regular basis involving state reports, coding and strict deadlines. Confidentiality is of the utmost importance in this position and applicant must be willing to read, sign and comply with a confidentiality statement.

If interested, please visit our website, [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and go to the Human Resources page for a link to the Secretary-Teacher Assistant application. Please forward the completed cover letter, application, resume, and credentials to [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us)

**McAlester Public Schools – Edmond Doyle, Emerson and McAlester High School have openings for Main School Secretaries and a Registrar for the 2019-2020 school year.** Applicants must possess strong people and organizational skills and enjoy working directly with students and staff. Must be able to apply and utilize technology, and work in a highly sensitive and confidential manner.

If interested, please visit our website, [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and go to the Human Resources page for a link to the Secretary-Teacher Assistant application. Please forward the completed cover letter, application, resume, and credentials to [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us)

**McAlester Public Schools – Parker Intermediate Center has an opening for an ATS Monitor for the 2019-2020 school year.** Applicants must provide proof of one of the following qualifying education requirements:

- Work Keys Test
- Praxis Test
- Associates Degree
- Passing score on the OGET (OK General Education Test)
- Provide college transcript showing a minimum of 48 college hours

If interested, please visit our website, [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and go to the Human Resources page for a link to the Secretary-Teacher Assistant application. Please forward the completed cover letter, application, resume, and credentials to [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us)

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**McAlester Public Schools Indian Education Department has openings for Paraprofessionals for the 2019-2020 school year.** Applicants must have a CDIB card or Tribal Membership card, knowledge of Native Culture preferred, and proof of one of the following qualifying education requirements:

- Work Keys Test
- Praxis Test
- Associates Degree
- Passing score on the OGET (OK General Education Test)
- Provide college transcript showing a minimum of 48 college hours

If interested, please visit our website, [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) and go to the Human Resources page for a link to the Secretary-Teacher Assistant application. Please forward the completed cover letter, application, resume, and credentials to [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us)

**McAlester Public Schools Transportation Department has Bus Driver positions open for the 2019-2020 school year.** Offering competitive pay and the option of benefits.

If interested, contact Billie Sistrunk at (918) 423-3676 or apply at 1724 S. Main McAlester, OK

Human Resources, Central Office  
(918) 423-4771 or [aallen@mcalester.k12.ok.us](mailto:aallen@mcalester.k12.ok.us)

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