



“Engaging Minds, Inspiring Hearts, Pursuing Excellence”

February 11, 2019

NON-CERTIFIED POSITION OPENINGS

2018-2019 SCHOOL YEAR

McAlester Public Schools Maintenance Department has immediate openings for Custodians. MPS offers benefits and paid leave for full-time, contract employees. If interested, please visit our website, www.mcalester.k12.ok.us and go to the Human Resources page for a link to the Maintenance, Custodian, Maintenance Worker, Bus Driver application. Please forward completed application to gcampbell@mcalester.k12.ok.us. Applications can also be hand delivered to:

CENTRAL OFFICE located at 200 E. Adams or mailed to:

McAlester Public Schools

Attn: Gayla Campbell

P.O. Box 1027 McAlester, OK 74502

For questions regarding any and all open positions within McAlester Public Schools call HUMAN RESOURCES at (918) 423-4771 and ask for Gayla Campbell for non-certified positions or Amy Allen for certified positions.

McAlester Public Schools has an immediate opening for a Paraprofessional for High School ACT Prep Class.

Applicants must have proof of one of the following qualifying education requirements:

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

If interested, please visit our website, www.mcalester.k12.ok.us and go to the Human Resources page for a link to the Secretary-Teacher Assistant application. Please forward completed cover letter, application, resume, and credentials to gcampbell@mcalester.k12.ok.us.

McAlester Public Schools has immediate openings for Special Education Paraprofessionals. Applicants must have proof of one of the following qualifying education requirements:

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

If interested, please visit our website, www.mcalester.k12.ok.us and go to the Human Resources page for a link to the Secretary-Teacher Assistant application. Please forward completed cover letter, application, resume, and credentials to gcampbell@mcalester.k12.ok.us



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McAlester Public Schools Indian Education Department has immediate openings for Paraprofessionals.

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
- Passed the OGET (OK General Education Test)
- Provide college transcript showing a minimum of 48 college credit hours

If interested, please visit our website, www.mcalester.k12.ok.us and go to the Human Resources page for a link to the Secretary-Teacher Assistant application. Please forward completed cover letter, application, resume, and credentials to gcampbell@mcalester.k12.ok.us

For questions regarding any and all open positions within McAlester Public Schools call HUMAN RESOURCES at (918) 423-4771 and ask for Gayla Campbell for non-certified positions or Amy Allen for certified positions.



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CERTIFIED POSITION OPENINGS

2018-2019 SCHOOL YEAR

McAlester Public Schools is taking applications for the following positions for the 2018-2019 school year:

Assistant Superintendent. Applicants must have a Masters Degree, have the Superintendent Certification on Teaching Certificate, and five (5) years of Administrative experience. Please send completed application, letter of interest, resume, credentials, and recommendation letters via email to aallen@mcalester.k12.ok.us. Please visit our website www.mcalester.k12.ok.us and choose Quicklinks to find our applications.

Indian Education Director. Applicants should hold a valid Oklahoma Teaching Certificate and have a minimum of five (5) years of experience as a Director / Administrator. Please send completed application, letter of interest, resume, credentials, and recommendation letters via email to aallen@mcalester.k12.ok.us. Please visit our website www.mcalester.k12.ok.us and choose Quicklinks to find our applications.

Head Volleyball 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. Please visit our website www.mcalester.k12.ok.us and choose Quicklinks to find the Certified application.

Contact:

**Human Resources, Central Office
(918) 423-4771 or aallen@mcalester.k12.ok.us**



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Please Post in: Work Room and Appropriate Work Spaces

