



“Engaging Minds, Inspiring Hearts, Pursuing Excellence”

May 3, 2021

NON - CERTIFIED POSITION OPENINGS

2021-2022 SCHOOL YEAR

McAlester Public Schools has immediate openings for the following:

MHS School Secretary – Responsibilities include: prepare transcript and folders, assist with graduation preparation, submit necessary reports to Central Office including monthly payroll report, staff absence and leave tracking. Keep an account of all activity funds, prepare deposits, write purchase orders and maintain file, post deposits and expenditures, balance accounts. Eleven month position, benefits available.

Custodian – Applicants should have knowledge of custodial supplies and materials, and be able to lift up to fifty pounds. Twelve month position, benefits available.

Transportation Director/Coordinator – Insurance and benefits available, salary commensurate with experience and education. For more information, contact Human Resources.

General Maintenance Worker – Twelve month position, insurance and benefits available, salary commensurate with experience, certifications and skills.

Indian Education Tutor – Applicants must have either an Associate’s degree or have taken and passed the Work Keys Test. Must have experience and ability in working with children, and possess good human relations skills. Indian heritage preferred.

*****All applicants should be dependable, punctual, able to relate to others, cooperative, have good character, positive work history, positive attitude. High School diploma is required for all applicants.*****

All available non-certified positions are posted on the McAlester Public School District website on the Employment page. Click [Apply](#) by the job for which you wish to apply and once the application is complete it will automatically be submitted via email. If you have questions, please contact Amy Allen via email aallen@mcalester.k12.ok.us.

**Human Resources, Central Office
(918) 423-4771 or aallen@mcalester.k12.ok.us
Please Post in Work Room and Appropriate Work Spaces**
