



“Engaging Minds, Inspiring Hearts, Pursuing Excellence”

May 20, 2021

NON - CERTIFIED POSITION OPENINGS

2021-2022 SCHOOL YEAR

Office Assistant, Will Rogers Elementary – Responsibilities include: Attendance, answer phones, Powerschool, print report cards, and interact with parents and students. Ten month position, paid for 188 days, benefits available.

SPED and Gen Ed Paraprofessionals (Teacher Assistant) – Applicants must be able to provide proof of one of the following five (5) education requirements: Work Keys Test (Bronze or higher), OGET, Associate’s Degree, Praxxis Test or have a minimum of sixty (60) college hours. Ten month position, paid for 183 days, benefits available.

Custodian – Applicants should have knowledge of custodial supplies and materials, and be able to lift up to fifty pounds. Twelve month position, paid for 260 days, 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