



COYLE PUBLIC SCHOOLS

“HOME OF THE BLUEJACKETS”

P.O. Box 287
Coyle, Ok. 73027
Phone: 405-466-2242
www.coyle.k12.ok.us

Position Title: Pre-K Teacher Assistant

Location: Coyle Public Schools

Hours: 7:35 a.m. – 4:15 p.m.

Reports To: Pre-K Classroom Teacher and Elementary Principal

Job Summary: Coyle Public Schools is seeking a caring, dependable, and energetic Pre-K Teacher Assistant to support early childhood students in a positive and nurturing learning environment. The Pre-K Teacher Assistant works closely with the classroom teacher to promote student growth, safety, and development.

Essential Duties and Responsibilities:

- Assist the classroom teacher in implementing daily lessons and activities aligned with Pre-K curriculum.
- Support students in developing social, emotional, academic, and motor skills.
- Work with individual students and small groups to reinforce instruction.
- Help maintain a safe, organized, and engaging classroom environment.
- Supervise students during classroom activities, recess, lunch, arrival, and dismissal.
- Assist with preparation of instructional materials and classroom setup.
- Monitor and document student progress as directed by the teacher.
- Support positive behavior interventions and classroom management strategies.
- Maintain confidentiality of student information.
- Perform other duties as assigned by the classroom teacher or administration.

Qualifications:

- High school diploma or equivalent required.
- Early childhood experience preferred.
- Ability to work collaboratively with staff, students, and parents.
- Strong communication and organizational skills.
- Ability to lift up to 40 pounds and actively engage with young children.
- Must meet all state and district background check requirements.

Skills and Characteristics:

- Patient, nurturing, and enthusiastic
- Dependable and punctual
- Flexible and team-oriented
- Passion for working with young children

Coyle Public Schools is an equal opportunity employer.

Application Process

Interested candidates should submit a resume, cover letter, and copies of their teaching certification and transcripts to Shelley Cagle at scagle@coyle.k12.ok.us.