



JOB DESCRIPTION EARLY CHILDHOOD 3 TEACHER

Oak Hall Episcopal School (OHES) seeks a full-time Early Childhood 3 teacher to commence August 7, 2023.

The ideal candidate will have a passion for working with Early Childhood aged students to support their learning needs, and be comfortable working with both their own class as well as other Early Childhood 3 and 4 students.

At OHES we believe that the foundation of all learning is established during early childhood. The physical, cultural, social/emotional, cognitive, and language domains are inherently intertwined in the growth and development of our youngest students.

The successful candidate will possess content and pedagogical expertise, a dedication to collaboration, and a creative and flexible approach to curriculum and instruction.

Responsibilities as a Teacher of Early Childhood:

- Support the School's mission and Episcopal identity;
- Ensure the safety and well-being of students;
- Foster the highest academic, ethical, and behavioral standards through the support and caring of all students, using the classroom as a safe space for exploration, discovery, experimentation, and application;
- Utilize developmentally appropriate management of the classroom environment that inspires learning;
- Maintain a professional, open, friendly, and cooperative relationship with each child's family, encouraging family involvement;
- Create and manage a variety of activities, both group and individual, that develop each child's cognitive, social, and emotional development; and,
- Work collaboratively with colleagues to support and nurture the "whole child".

Additional Responsibilities Include:

- Oversight of the development and progress of each child;
- Assessment of all students' progress in both written and verbal reports and conferences;
- Communicate with parents on a weekly or daily basis to maintain effective care, and provide feedback regarding developmental milestones;
- Attend faculty meetings and Parent/Teacher conferences;

- Supervise students during recess and lunch, arrival and dismissal on a regular basis, as well as early morning duty daily for two-three weeks per year;
- Participate in, and contribute to, other School activities and events, a small number of which occur outside the regular school day; and,
- Other duties as assigned by the Headmaster.

There is also the potential for the successful candidate to teach Owl University (afterschool program) sessions and/or Summer Camp. Both of these activities attract additional remuneration.

Requirements:

- Bachelor’s degree (master’s preferred) in a relevant field of education and/or relevant State certification;
- Classroom teaching experience in this age group, or demonstrated professional competency;
- Ability to organize time and prioritize tasks;
- Strong interpersonal and written/verbal communication skills;
- Genuine affinity for working with children and families in an educational setting; and,
- Sense of humor.

The successful candidate will be required to pass a background check and complete the school modules of the Safe Church program, and CPR/AED training.

About Oak Hall Episcopal School:

Oak Hall Episcopal School, accredited by the Southwestern Association of Episcopal Schools and recognized by the Oklahoma State Department of Education, is located in Ardmore, Oklahoma. Currently, OHES enrolls just over 120 students, Early Childhood Three Years Old through the Eighth Grade.

Founded in 1977, the School affiliated with the Episcopal Diocese of Oklahoma in 1990, and moved to its present, purpose-built location in 1996. OHES offers a full curriculum of subjects, religious education classes and daily Chapel. Classroom work is augmented by a variety of afterschool sports, arts, and special interest activities. All classes take place in a safe, nurturing, and joyful learning environment.

Oak Hall Episcopal School is dedicated to the intellectual, creative, physical, social, emotional, and spiritual growth of each student to his or her potential, within a Christian environment in the Episcopal tradition.

How to apply:

Please contact the Headmaster, Ken Willy, by phone: (580) 226-2341 or by e-mail: ken.willy@oakhallschool.com with questions about this position and/or to learn more about Oak Hall Episcopal School.

Interested candidates should e-mail their application, consisting of cover letter, resume, and professional references, directly to the Headmaster.

Oak Hall Episcopal School – Where Every Student is Nurtured, Known, and Loved!