



*Grounded in the intersection of faith and learning,
Oak Hall Episcopal School is dedicated to developing each student's fullest potential.*

JOB DESCRIPTION PRE-K TEACHER

Oak Hall Episcopal School (OHES) seeks a full-time Pre-K teacher for the 2026-2027 school year. The position commences August 3, 2026.

The ideal candidate will have a passion for working with Pre-K aged students to support their learning needs, and be comfortable working with both their own class, the other Pre-K class, as well as Preschool 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 Preschool Teacher:

- 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;
- 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;
- Schedule and organize curriculum-supporting field-trips;
- Attend Professional Development and Teacher Workdays;
- Attend faculty meetings;
- Continue to update the Curriculum Map;
- Attend School functions outside of regular teaching hours as required. These functions include, but are not limited to:
 - Meet, Greet & Complete;
 - Parent-Teacher Conferences;
 - Grade Orientation;
 - Grade Gathering;
 - Chili Cook-Off & Trunk or Treat;
 - Christmas Program;
 - Auction;
 - Dinner Theater; and,
 - Episcopal Schools Celebration.
- Other duties as assigned by the Headmaster

In addition to being with you, your students will attend the following subjects a variety of times each week:

- Chapel;
- Library;
- Music; and,
- Motor Development.

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;
- Classroom teaching experience in this age group, or demonstrated professional competency;
- Ability to organize time and prioritize tasks;
- Works collaboratively and maintains positive, professional relationships with colleagues and parents;
- 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 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 over 175 students, Preschool 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.

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.

While there is no formal deadline, please note that application material will be reviewed on a rolling basis until the position is filled.

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