



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

### **JOB DESCRIPTION SPANISH TEACHER**

Oak Hall Episcopal School (OHES) seeks a suitably qualified part-time Spanish teacher for the 2025-2026 school year. The position commences August 4, 2025.

The ideal candidate will be an experienced classroom Spanish teacher who will bring his/her understanding of pedagogy and classroom management to this role. It is crucial that the teacher is flexible, organized, and a "team player", and someone who is always looking for ways to provide opportunities for children to grow academically, spiritually, socially, physically, and emotionally. Experience with a wide range of age-groups would be highly beneficial.

Sadly, it has been a number of years since Spanish has been offered as a subject. At that time the position was 14 hours per week, and the subject was taught to Second Grade – Eighth Grade. The reimagining of the subject means that the successful candidate will have ample opportunity to develop a language program: perhaps it will start with children in Preschool and Pre-K; maybe it will become an elective for the Middle School students. The number of hours per week will depend upon the new vision.

#### **Additional Responsibilities Include:**

- Support the School's mission and Episcopal identity;
- Ensure appropriate and available technology is integrated into the Spanish curriculum;
- Assist in providing information for any Spanish specific grant applications;
- Assist with "door duty" each morning;
- Attend faculty meetings as scheduled;
- Participate in, and contribute to, other School activities and events, a small number of which occur outside the regular school day;
- Attend professional development workshops and trainings; and,
- Any other duties as assigned by the Headmaster.

There is also the potential for the successful candidate to teach Owl University (afterschool program) sessions. This attracts additional remuneration.

**Requirements:**

- Bachelor's degree (master's preferred) in a relevant field of music and/or music education, or relevant State certification;
- Classroom teaching experience;
- Ability to organize time and prioritize tasks;
- Strong interpersonal and written/verbal communication skills;
- Computer proficiency;
- 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 170 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.

**Questions:**

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

**Applications:**

In order to apply, please e-mail the Headmaster [ken.willy@oakhallschool.com](mailto:ken.willy@oakhallschool.com):

- A cover letter which outlines why you are interested in this position;
- Resume; and,
- The details of at least three professional references.

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