



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

### **JOB DESCRIPTION THIRD GRADE TEACHER**

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

The teacher has the responsibility of providing an optimal learning environment that meets the needs of all students. A climate of mutual respect must be maintained at all times. It is expected that you will keep yourself informed regarding advancements in educational practices, and provide opportunities for children to grow academically, spiritually, socially, physically, and emotionally.

***Responsibilities include, but are not limited to:***

- Plan and teach lessons for the following curriculum areas:
  - Mathematics – *Math in Focus* – **Please note this curriculum is currently under review**
  - Language Arts and Spelling – *My View Literacy*
  - Social Studies – *Studies Weekly (Newspaper)*
  - Science – *Taught in conjunction with the Science teacher*
- Provide a classroom environment that is inviting, student-centered, safe, and organized;
- Treat each child with dignity and respect, avoiding public humiliation at all times;
- Greet each student daily using the Magic Triad, model the Eight Expectations for Living, and utilize the seventeen classroom practices as prescribed by the Great Expectations methodology;
- Build rapport with parents through newsletters and personal contact etc., so as to maximize each child's potential for success;
- Supervise students at all times, ensuring the safety and well-being of all students;
- Directly supervise the dismissal of each student to the appropriate vehicle, placing the student into the back seat; and,
- Conduct formal and informal assessments (observations, portfolios, anecdotal records) on each child with written documentation.

***Additional Requirements include, but are not limited to:***

- Ensure appropriate and available technology is integrated;
- Schedule and organize curriculum-supporting field-trips;
- Attend Professional Development and Teacher Workdays;
- Attend faculty meetings;

- Continue to update the Curriculum Map;
- Supervise Lunch;
- 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.
- Attend Daily Chapel; and,
- Other duties as assigned by the Headmaster

The day is full, and you will need to make the most of the time you have with your class. In addition to your classes, students will attend the following subjects a variety of times each week:

- Christian Education;
- Library;
- Music;
- Physical Education;
- Science (in conjunction with the classroom teacher); and,
- Technology.

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

#### **Requirements:**

- Bachelor's degree (master's preferred) in a relevant field of education, or a bachelor's degree with relevant certification;
- Classroom teaching experience 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 165 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.

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

**How to apply:**

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.

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!***