



*Like schools across the country, COVID-19 has impacted our daily operation. The job descriptions available for current open positions are based on pre-COVID schedules. Further information about what is happening “now” at Oak Hall Episcopal School is available from the Headmaster.*

## **JOB DESCRIPTION SPANISH TEACHER**

Oak Hall Episcopal School (OHES) seeks a Spanish Teacher to commence August 8, 2022.

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. 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 Early Childhood; 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;
- Assist in providing information for music specific grant applications;
- 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 an 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;
- Experience managing volunteers;
- 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 Safeguarding God’s Children program, and CPR/AED training.

**About Oak Hall Episcopal School:**

OHES is located in Ardmore, Oklahoma. Currently, OHES enrolls 128 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.

Please contact the Headmaster, with questions about this position and/or to learn more about Oak Hall Episcopal School.

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

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***Oak Hall Episcopal School – The Way School Should Be!***