



## **JOB DESCRIPTION THIRD GRADE TEACHER**

**Oak Hall Episcopal School (OHES)** seeks a suitably qualified Third Grade teacher for the 2020-2021 school year. The position commences August 10, 2020.

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*
  - Language Arts – *Open Court (Imagine It!)*
  - Spelling – *Open Court (Imagine It!)*
  - Social Studies – *Harcourt Social Studies Oklahoma* **Please note this curriculum is currently under review**
  - 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 School functions outside of regular teaching hours as required. These functions include, but are not limited to:
  - Parent-Teacher Conferences;
  - Grade Orientations;
  - Grade Gatherings;
  - Christmas Program;
  - Dinner Theater;
  - Auction;
  - Splash Night; and,
  - Chili Cook-Off & Fall Festival
- Attend Professional Development and Teacher Workdays;
- Attend faculty meetings;
- Continue to develop Curriculum Map;
- Supervise Lunch;
- 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:

- Art
- Christian Education
- Library
- Music
- Physical Education
- Science (in conjunction with the classroom teacher)
- 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.

***Qualifications and Skills:***

- Bachelor’s degree (master’s preferred) in a relevant field of education;
- 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, complete the Safeguarding God’s Children program, and become CPR/AED certified.

***About Oak Hall Episcopal School:***

OHES is located in Ardmore, Oklahoma, and currently enrolls 124 students, Early Childhood Three Years Olds 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 a weekly Chapel service. Classroom work is augmented by a variety of after-school 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!***