



Oak Hall Episcopal School (OHES) seeks a suitably qualified Third Grade teacher for the 2017-2018 school year. The position commences August 7, 2017.

OHES is located in Ardmore, Oklahoma, and currently enrolls 127 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.

Mission Statement: 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.

JOB DESCRIPTION THIRD GRADE TEACHER

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*
 - Science – *Taught in conjunction with the Science teacher*

Students are taught by specialist teachers for the following subjects:

Art

Christian Education

Library

Music

Physical Education

Science (in conjunction with the classroom teacher)

Spanish

Technology

- 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, 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 Work days;
- Attend faculty meetings;
- Develop Curriculum Map;
- Supervise Lunch;
- Attend Daily Chapel; and,
- Other duties as assigned by the Headmaster

Qualifications and Skills:

- Bachelor's or Master's degree in education or related field;
- Relevant Oklahoma State certification, or ability to achieve certification;
- A true love for children; and,
- Sense of humor

The successful candidate will be required to pass a background check and complete the Safeguarding God's Children program.

For an informal conversation about this position, please contact the Headmaster (580) 226-2341. Because the School seeks to fill this position quickly, interested candidates are encouraged to send their application (cover letter, resume, and professional references) directly to the Headmaster as soon as possible.

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