



JOB DESCRIPTION MUSIC TEACHER

Oak Hall Episcopal School (OHES) seeks a full-time Music Teacher to commence August 10, 2020.

The ideal candidate will be an experienced classroom music teacher, who will bring his/her understanding of pedagogy and classroom management to this role. It is crucial that the Music Teacher is flexible, organized, and a team player, and highly desirable that s/he be a proficient pianist.

Responsibilities as Music Teacher Include:

- Prepare and teach lessons two/three (2/3) days each week – Early Childhood Three and Four year olds;
- Prepare and teach lessons five (5) days each week – Kindergarten – Fifth Grade. Classes for Middle School are held twice each week in Quarters two and four;
- Prepare and teach Middle School elective lessons three (3) days each week;
- Prepare and lead Early Childhood (EC and Kindergarten) Christmas program;
- Prepare and lead lower school (First – Third) Christmas program;
- Prepare and lead upper school (Fourth – Middle School) Christmas program;
- Prepare and lead school-wide (Second – Middle School) fully-staged Dinner Theatre production;
- Choose and prepare students for the annual Circle the State with Song choir festival; and,
- Prepare and present Spring Showcase (EC3 – First Grade).

Additional Responsibilities Include:

- Liaise with Ardmore City Schools with regard to the co-op for Band and Drama;
- Share the playing of the piano for daily morning Chapel (if a pianist);
- Cover “early duty” with other faculty as scheduled;
- Share morning “door duty” several times each week;
- Ensure appropriate and available technology is integrated into the music curriculum;
- Set-up sound system for assemblies (Hoot & Holler), concerts, and programs;
- Assist in teaching music for various non-classroom events (including Chapel);
- Assist in providing information for music specific grant applications;
- Attend faculty meetings as scheduled;
- Attend mandatory School functions;
- 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 sessions (afterschool program). This attracts an additional remuneration.

Requirements:

- Bachelor's degree (master's preferred) in a relevant field of music and/or 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 124 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.

E-mail: ken.willy@oakhallschool.com

Mail: Ken Willy
Oak Hall Episcopal School
2815 Mt. Washington Road
Ardmore, OK. 73401

Oak Hall Episcopal School – The Way School Should Be!