Orenco Church Preschool Director/Teacher Job Description

Orenco Christian Preschool was founded in 1976 at the Orenco Presbyterian Church. Throughout its existence it has served the greater Hillsboro area, providing a successful Christian and academic education for children as they approach elementary school age. The school closed during the pandemic and is now re-opening for the 2023-24 academic year.

Having a preschool at Orenco Church is one way we fulfill our mission and vision statements regarding supporting people in the neighborhoods surrounding us. These statements are:

We joyfully serve Jesus and our community.

Called to put God's love in action, Orenco Church glorifies Jesus Christ by worshipping God and celebrating Him, sharing His Good News, and caring for the community and beyond.

General Description

The Preschool Director/Teacher is responsible for:

- fostering a Christian environment that allows children, their families, and the staff to develop to their full God-given potential
- all aspects of establishing and operating a morning and afternoon preschool program
- leadership and marketing of advertisement
- staff recruitment
- curriculum development
- classroom management
- staff development
- preschool profit and loss (account management)
- being the lead teacher in the classroom

Essential Job Functions

- Provide the environment that will show God's love in our Savior Jesus Christ and that will provide the fundamentals children need to prepare them for elementary school.
- Provide for a safe environment for the students and staff, implementing classroom management practices that ensure a safe, secure and orderly preschool environment that is maintained at all times.

- Lead a team of teachers and other staff in the establishment and operation of the Christian preschool, including day-to-day operation and routine special events.
- Develop and implement a marketing/advertisement plan that creates interest in the preschool and fuels strong enrollment in both morning and afternoon programs.
- Recruit and train teachers and other staff as needed to staff preschool classrooms and special events.
- Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
- Function as primary contact person for parents/guardians on enrollment, assimilation, progress, and all other matters pertaining to the preschool.
- Regularly select and/or develop curriculum for a preschool children's education program that is fun, educational, and appropriate for a Christian preschool environment.
- Regularly monitor, evaluate, and develop preschool staff ensuring a "continuous learning" culture is developed and fostered and that classroom management practices are continuously improved.
- Develop and use a variety of educational techniques to nurture and teach children to prepare them for elementary school.
- Lead the creative use and proactive upkeep of children's ministry facilities and grounds.
- Develop an annual budget for the preschool ensuring needs are met and profitability targets are realized.
- Perform other duties as assigned.
- The Director/Teacher will answer directly to the church board.

Position Requirements

This position requires the minimum of a Bachelor's Degree from an accredited college or university in early childhood education, special education, elementary education or human resources, or 3-5 years experience as a leader in a children's education capacity, as well as an ECE certification. The successful individual will be a strong leader with a solid work ethic, possess a passion for teaching children, and have the ability to function as an administrator. Other requirements include a CPR certification. A working knowledge of creative programming related to children's classes and special events is a plus.

Beginning Salary will be in the $40,000-$45,000 range, commensurate with education and experience. Health insurance is negotiable.

Those interested can apply via the church website at office@orencochurch.org.