

Orenco Christian Preschool

Director Job Description

Position Summary

The Director of Orenco Christian Preschool provides Christ-centered leadership for all aspects of the preschool's ministry. This role oversees daily operations, staff supervision, curriculum implementation, family communication, licensing compliance, and the spiritual, emotional, and academic growth of children. The Director models professionalism, integrity, and a heart for Jesus in all interactions with children, families, staff, and the community.

Orenco Christian Preschool is a ministry of the Orenco Presbyterian Church in Hillsboro, Oregon. www.orencochristianpreschool.org

Key Responsibilities

Leadership & Program Oversight

- Provide vision, direction, and spiritual leadership consistent with the mission of Orenco Christian Preschool.
- Ensure a safe, nurturing, faith-centered environment for all children.
- Oversee curriculum planning, classroom environments, and developmental alignment across all age groups.
- Maintain compliance with Oregon DELC licensing rules, including documentation, safety procedures, and staff training requirements.
- Manage enrollment, tours, family communication, and community relationships.
- Support teachers through coaching, mentoring, and professional development.

Staff Supervision & Management

- Supervise, evaluate, and support all staff members with dignity and respect.
- Oversee hiring, onboarding, scheduling, and performance expectations.
- Provide leadership in conflict resolution, team communication, and staff meetings.
- Ensure staff follow all policies, procedures, and licensing requirements.

Administrative & Operational Duties

- Maintain accurate records, files, and documentation required by licensing.
- Oversee budgeting, purchasing, and financial stewardship of program resources.
- Ensure health, safety, sanitation, and emergency procedures are consistently followed.
- Communicate professionally with families, staff, and the Preschool Board.
- Represent Orenco Christian Preschool with excellence in the community.

Faith & Community Engagement

- Integrate biblical values into daily routines, curriculum, and school culture.
- Support chapel, prayer, and faith-centered learning experiences.
- Build strong, trusting relationships with families and church partners.

Qualifications (Aligned with PR-0197 Director Requirements)

Minimum Requirements

- At least **21 years of age**.
- Current **CBR enrollment**.
- Meets **Option A, B, or C** Director Qualifications:

Option A — Oregon Registry

- **Step 9 or higher** in the Oregon Registry.

Option B — Small Center Experience

- One year as a **Provider at a Certified Family Child Care** (for centers with capacity ≤20).

Option C — Management + Child Development Knowledge

Must meet **both**:

Management & Supervision of Adults

One of the following:

- 7 college credit hours in business administration or management
- 70 training hours in program management (financial management, budgeting, policy development, staff management/evaluation/training, record keeping)
- 600 hours documented management experience in the above areas

Child Development Knowledge

One of the following:

- 7 quarter college credits in two Core Knowledge Categories (HGD, LEC, UGB, SN, OA)
- 70 training hours in two Core Knowledge Categories
- 600 hours of qualifying teaching experience with children of the ages served

Required Training (Verified in ORO)

- Orientation before unsupervised access
- ICCHS
- RRCAN
- Safe Sleep (if caring for infants)
- Oregon Food Handler's (if preparing/serving food)
- Pediatric First Aid & CPR (hands-on)
- Foundations for Learning
- 10-hour Program Management training (or completed within first year)

Faith-Based Expectations

- Demonstrates a growing relationship with Jesus Christ.
- Models Christ-like character, humility, and compassion.
- Supports the mission, values, and community of Orenco Christian Preschool.

Preferred Qualifications

- Bachelor's degree in Early Childhood Education, Child Development, or related field.
- Experience leading a preschool or early childhood program.
- Strong communication, organization, and team-building skills.
- Experience in faith-based education or ministry leadership.

Physical Requirements

- Ability to lift children, set up classroom materials, and engage at child level.
- Ability to meet all physical demands of supervising young children.

To apply, use [Indeed.com](https://www.indeed.com) or send a resume to jobs@orencochurch.org