

POSITION DESCRIPTION

Oreland Evangelical Presbyterian Church (“OEPC”) is seeking a Preschool Director to lead an amazing team of teachers and interact with our parents and children. The Director is responsible for orchestrating and supervising all day-to-day operations, activities, and staff connected to the Preschool.

We are a Christian Preschool that has served Oreland for over 60 years! We strive to share Jesus with the children while offering the highest quality of early childhood Education. The class hours are from 9 am to noon for all classes, with a two-week morning camp offered during the first two weeks of June. Classes meet within the church building and are filled with Bible stories, music, crafts, seasonal topics, games, learning centers, snacks, and free time.

Our Mission Statement:

At Oreland Evangelical Presbyterian Preschool (“OEP Preschool”), the fundamental building blocks of Christian faith, fun, learning, and socialization are cultivated in a nurturing environment. Acknowledging each child as a unique individual, we enhance a positive self-image, which enables children to master age-appropriate skills.

Our emphasis on creative teaching, learning through play, and one-on-one interaction provides a positive experience and develops the child’s confidence towards future education.

For more information, please check out the OEPC website at: orelandpres.org, and click on the OEP Preschool tab.

About the Church:

OEPC is located at 1119 Church Road in Oreland, a suburb of Philadelphia. Oreland is a great place to raise a family and has excellent public and private school options, along with a thriving homeschool community as well. The church has a rich history in the community dating back to 1950. OEPC exists to passionately worship God, deeply grow in His grace, and sacrificially fulfill His Great Commission together. Our vision is to connect to God, to each other, and the surrounding community.

Title:	Preschool Director
Purpose:	Direct and supervise the day-to-day operations, activities and the staff related to the OEP Preschool.
Accountability:	Report to OEPC Session through the Preschool Ministry Team, to the Pastor and to parents in general.
Relationships:	Works closely with parents, students, teachers, pastors, church officers and other church staff.
Evaluation:	Review will be conducted annually by the Pastor. Compensation will be determined using current compensation guidelines.
Specifications:	Full-Time Exempt Position. Hours are 8:00am – 4:00pm. This position is 12 months per year. Early Childhood or Elementary Education degree with at least 3 years’

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experience working with children is required. Administrative experience is preferred.

Responsibilities:

Preschool Community

- Work to fulfill the Mission Statement of the Preschool in accordance with the guidelines established by the Preschool Ministry Team and Church Session.
- Maintain an atmosphere of enthusiasm, encouragement, and example as a Christian witness in OEP Preschool. Ensure a loving, nurturing environment in which the children can develop physically, emotionally, cognitively, and spiritually in accordance with the guidelines established by the Preschool Ministry Team and Church Session.
- Communicate and manage relationships with parents, students, and teachers. Act as a liaison between the Preschool Staff, the Preschool Ministry Team and the Session.
- Review Curriculum Guide, Skills Charts, the Christian-Based Curriculum and Bible Verses. Present any changes to the Preschool Ministry Team for approval.

Recordkeeping

- Record cash receipts and income records and financial reporting in Procare.
- Produce ADP payroll hours biweekly via staff time sheets and deposit cash/checks weekly.
- Maintain student enrollment, school and medical records.

Administration

- Organize and direct registration procedures, all special events, afternoon programs, and summer camp.
- Handle all personnel issues in conjunction with the Preschool Ministry Team, which includes hiring, compensation, and discipline. Annually update job descriptions, Staff Handbook, Parents Handbook.
- Attend Preschool Ministry Team meetings and prepare reports. Attend Child Protection Committee meetings.
- Conduct staff meetings, attend area school directors' meetings and attend other educational conferences.
- Provide training in connection with staff development.
- Manage daily functions of the school. Find substitutes or act as substitute if needed.
- Remain accessible to staff and provide school personnel with two reviews yearly.
- Possess sufficient computer skills for newsletters, communication, and advertising of the school.
- Possess discretion and maintain confidentiality. Conduct oneself with Christian ministry-mindedness.
- Must be able to obtain and maintain Pennsylvania State Policy Criminal History (PATCH), Child Abuse Clearances and FBI fingerprinting clearance.
- Concur with OEPC "Statement of Faith" and OEPC "Mission Statement".
- Perform other duties as assigned.

If interested. Please contact Toni at toni@orelandpres.org or 215-887-7002