



Executive Director / Director of Preschool

Covenant Preschool, a prestigious downtown preschool celebrating over 75 years of quality early childhood education, is seeking an experienced and passionate Executive Director to lead and oversee the continued success of our program.

This year-round position requires a minimum of 30 hours per week on-site during the school year, with a maximum of 35 hours per week. Scheduling is flexible provided all responsibilities and deadlines are completed in a timely and professional manner. The majority of time will be spent managing administrative and operational duties in the office, though occasional classroom assistance and interaction with students and teachers may be required.

The Executive Director reports directly to the Governing Board and works closely with church leadership, staff, families, and the DHS licensing coordinator to maintain excellence in preschool education and operations.

Minimum Qualifications

Candidates must meet one of the following requirements:

1. A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field, and 1 year of experience working with children.

OR

2. A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field, and 2 years of experience working with children.

OR

3. An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field, and 3 years of experience working with children.

OR

4. An associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field, and 4 years of experience working with children.

Application Information

Applications will be accepted through June 19, 2026.

Please submit:

- Resume
- Cover Letter
- Required Clearances

Applications and materials may be sent to:

Covenant Preschool

Attn: Emily Kaiser

250 West 7th St

Erie, PA 16501

preschool@firstcovenanterie.org

An Equal Opportunity Employer:

Covenant Preschool is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any legally protected status.