

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

May 23, 2016

Southeastern California Conference is a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring. It is our policy to recruit and promote for all jobs on the basis of merit, qualifications, competence, attitude and spiritual commitment. No aspect of employment shall be influenced by race, color, national origin, sex, age or handicap. Applications may be downloaded from <http://secchr.adventistfaith.org>

### SCHOOL YEAR (2016-2017)

#### AZURE HILLS CHILDREN'S CENTER

**Receptionist. Full-time.** Seeking a qualified individual to assist with student files, phones, schedules and other clerical office duties. Must be proficient in Microsoft Office and have excellent communication skills. Bachelor's degree preferred. Please e-mail resume to [azurehillsschildrenscenter@yahoo.com](mailto:azurehillsschildrenscenter@yahoo.com)

**Teacher's Aide. Part-time.** Seeking an energetic individual to assist the Lead Teacher in the classroom. Core 12 units of ECE are a plus, but not required. Please e-mail resume to [azurehillsschildrenscenter@yahoo.com](mailto:azurehillsschildrenscenter@yahoo.com)

#### CALEXICO MISSION SCHOOL

**High School English Teacher Grades 9-12.** Seeking an NAD credentialed teacher to teach High School English to grades 9-12. Good classroom management and good rapport with students from backgrounds other than the teachers is needed. Calexico Mission School is located right on the border across from Mexicali Baja California. Most of the students cross the border every day to attend school. We have very supportive parents. The present English teacher has been here 13 years. It is a great place to teach! Spanish as a second language would be a plus for speaking to the parents. All the classes in the school are taught in English. Please send resume to Susan Smith, Principal at [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org)

**Kindergarten Teacher.** Seeking an NAD credentialed teacher who loves working with small children and ministering to them. Many of the students entering the Kindergarten program do not know English, therefore part of the year will be spent teaching the students English as a second language, as well as the kindergarten curriculum. Spanish as a second language would be helpful for communicating with the parents. Teacher will be responsible for organizing and executing the Kindergarten graduation at the end of the school year. Many of the students reside in Mexicali, and cross over the border to go to school. Please send resume to Susan Smith, Principal at [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org)

#### ESCONDIDO ADVENTIST ACADEMY

**8<sup>th</sup> Grade Homeroom History & Science Teacher. Full-time.** Escondido Adventist Academy is looking for a person who loves working with junior high students and who is passionate about Seventh-day Adventist Christian education who loves to learn with their students. NAD Professional certification or masters degree is preferred in content area. Teacher needs to be a good team member who can work with other middle school teachers in a departmental program where teacher teaches history and science for grades 6 thru 8. Please submit your resume and a copy of the completed SECC application to Larry Rich, Principal at [principal@easchool.org](mailto:principal@easchool.org)

#### LA SIERRA ACADEMY

**Physical Education and Health Teacher Grades 7-12. Full-time.** Seeking a credentialed female to teach GIRLS Phys. Ed. The selected candidate will also serve as the Assistant Athletic Director for grades 7-12. Must have secondary certification in Phys.Ed. Please submit your resume and a copy of the completed SECC application to Walter Lancaster at [kchronister@lsak12.com](mailto:kchronister@lsak12.com)

**Jr. High English Teacher Grades 7<sup>th</sup> & 8<sup>th</sup>. Full-time.** Seeking a dynamic and innovative teacher for 7<sup>th</sup> and 8<sup>th</sup> grades. Desire an educator who has passion for working with adolescents. Applicants must have secondary certification in English. Masters degree preferred. Please submit your resume and a copy of the completed SECC application to Iveth Valenzuela at [kchronister@lsak12.com](mailto:kchronister@lsak12.com)

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### LOMA LINDA ACADEMY

**Computer Teacher. Full-time.** Seeking a teacher to teach computers to students in TK through sixth grade. Ideal candidate will have experience teaching computers in an Elementary school. Experience working with Apple computer platform, Microsoft Office suite a must. Ability to teach wide range of ages is essential. Must have a love for kids and have good classroom management skills. This position also is in charge of the Yearbook. Candidate should have a valid teaching credential, emphasis in computer education or equivalent a plus. If interested in this position, please send cover letter and resume to John Chen, Elementary Principal at [jchen@lla.org](mailto:jchen@lla.org).

**Graphic Design & Marketing Coordinator. Full-time. Position available for 1 year.** Strong computer, graphic design and photography skills required. A degree in marketing, communication or graphic design preferred. Candidate will coordinate advertising and design digital and print materials for Advancement & Alumni Department objectives. Candidate will provide support for website, social media and MailChimp. Video and editing skills are a plus. Please submit résumés to Desiree Quijano at [dquijano@lla.org](mailto:dquijano@lla.org)

**Jr. High School. Office Assistant. Full-time.** Seeking a qualified individual to assist with phones, attendance, weekly newsletter, student admissions process, and other clerical duties. K-12 clerical or administrative experience is highly desired. Strong typing skills, excellent customer skills and multi-tasking skills are required. Must be proficient in Microsoft Word, Excel; Outlook and InDesign experience is desirable. Please submit your resume to Dr. Jim C Weller at [jweller@lla.org](mailto:jweller@lla.org)

**School Psychologist. Full-time.** Seeking an experienced candidate with appropriate licensures and certifications with Master's degree or higher in school psychology or related field. Strong experience in testing counseling, and assessments is required. If interested in this position, please send a cover letter and resume with references to John Chen, Elementary Principal at [jchen@lla.org](mailto:jchen@lla.org).

**Transitional Kindergarten Teacher. Part-time (approx. 25 hrs. per week).** Seeking a credentialed teacher to teach our Transitional Kindergarten class in the morning. Ideal candidate will have some experience in pre-school, Transitional Kindergarten, or Kindergarten teaching. A love for teaching and working with this age group is a must. For more details or if interested in applying, please submit resume and cover letter to John Chen, Elementary Principal at [jchen@lla.org](mailto:jchen@lla.org)

### MESA GRANDE ACADEMY

**5<sup>th</sup> thru 12<sup>th</sup> Grade Band Instructor. Part-time.** Mesa Grande Academy is seeking a Part-time Instructor for Grades 5-12, who thoroughly enjoys working with students at these ages and developmental levels. Candidates must have the skills and talent to positively motivate students in the development and playing of instrumental music. Instructional time will be schedule for classes in the morning from 7:30 a.m. to 10:00 a.m. Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 at Ext. 222 or e-mail [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org)

### ORANGEWOOD ACADEMY

**Principal. Full time.** Orangewood Academy is looking for a principal for the 2016-2017 school year. The ideal candidate will have a MA degree in Educational related field, an SDA teaching credential and administrative experience. The candidate will be able to demonstrate a collaborative leadership style, effective communication skills and the ability to work with a multicultural school community. Please send resume with references to [stephen.zurek@seccsda.org](mailto:stephen.zurek@seccsda.org)

### REDLANDS ADVENTIST ACADEMY

**Computer Teacher/IT: Part-time.** Seeking a qualified candidate to teach Junior High and High School computer classes. Additional duties in IT include managing server and workstations, provide user support, troubleshoot systems and maintain website. Please submit your resume to Linda Wooley at [lwoolley@redlandsacademy.org](mailto:lwoolley@redlandsacademy.org)

**High School Science Teacher. Full-time.** Seeking a dynamic and qualified Christian candidate with the ability to sustain a vibrant educational program. Candidate should have a passion for teaching and guiding students in their intellectual development. Ideal candidate should hold a current secondary certification in Science. Please e-mail letter of interest and resume to Linda Woolley at [lwoolley@redlandsacademy.org](mailto:lwoolley@redlandsacademy.org)

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### SAN DIEGO ACADEMY

**3<sup>rd</sup> Grade Teacher. Full-time.** Applicants should possess a minimum of a Bachelor's degree; and have NAD elementary certification; have great classroom instructional and managerial skills; good communication skills; and be a team player. Experienced candidate is desired. Please contact Beverley Bucknor, Associate Superintendent at [Beverley.Bucknor@seccsda.org](mailto:Beverley.Bucknor@seccsda.org) or call 951.509.2308 or fax 951.509.2392.

**Maintenance Worker. Part-time (15-19 hrs. per week). IMMEDIATELY.** Seeking a candidate with prior experience and a general working knowledge of plumbing and electrical skills; construction skills; and good communication skills. Experience working with vendors, or company representatives; ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Schedule may be flexible due to occasional emergencies and extended hours. Please contact Winston Morgan, current Principal at 619.267.9550, ext. 162 or e-mail [principal@sdacademy.com](mailto:principal@sdacademy.com)

### SUNRISE CHRISTIAN PRESCHOOL: A Division of Orangewood Academy

**ECE Teacher's Assistant Aide. Part-time.** Seeking a candidate with a minimum of 12 Early Childhood Education units with at least one year of classroom experience. For more information, please call Audry Railey, Director, at (714) 534-4694, ext. 661.

### SUBSTITUTE TEACHERS

Substitutes open hire months will be June and October only. Paperwork may be submitted at other times, but will only be finalized during June and October. Substitute teachers are needed in San Diego, Orange, Desert, and Imperial counties. For more information, contact Kathi Christenson, Education Secretary at (951) 509-2311.

### CONFERENCE OFFICE

**Associate Treasurer for Accounting. Full-time.** This position serves directly under the Conference Treasurer to oversee the operations and the staff in the accounting department. These areas include, but are not limited to: accounts receivable, accounts payable, cashier, payroll, church receipting and general ledger. This position is responsible for monitoring of the Conference Budget, monthly and yearly Conference financial statements, preparation of financial reports and the ability to make financial presentations to various committees. Responsible to develop and maintain policies and procedures for the accounting department. Bachelor's degree in accounting or business related area from a four-year college or university. A Master's degree in Business Administration is desired. At least five years related experience including supervision is required. Understanding of payroll processing is essential. Please contact the Human Resources Department at (951) 509-2352 for further information.

### CHURCHES

#### AZURE HILLS SDA CHURCH

**Church Secretary. Part-time (24 hrs. per week).** Seeking a qualified individual to assist in the church office. Duties include preparation of weekly bulletin, creation of weekly Keynote presentation for worship, managing facility calendar, answering phone, and other clerical duties as assigned. Candidates need strong computer skills utilizing a Mac computer and Google applications, excellent communication skills and organization abilities. Please submit your application and resume to Trevan Osborn at [tosborn@azurehills.org](mailto:tosborn@azurehills.org)

#### LOMA LINDA UNIVERSITY SDA CHURCH

**Loma Linda University Church UReach Program** is seeking someone to help the Meals on Wheels Coordinator in the kitchen. (Part-time, temporary). Approx. 3 months. Interested person must have kitchen experience and adapt quickly to the needs that arise along the course of the day. This is a morning schedule (M thru F). In addition to regular food preparation, there is Wednesday and Thursday nights for the Burrito Project as well as special orders. Punctuality, dependability, and an excellent attitude are extremely important. Please contact Ana Sánchez or Miguel Rojas at the UReach offices at (909) 796-8357.

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### LOMA LINDA UNIVERSITY SDA CHURCH (Cont.)

**EXCELL Mentoring & Tutoring Program Director for LLUC UReach. Full-time. (38 hrs. per week).** Seeking a candidate to lead the program through recruitment of volunteer tutors, organization of tutoring locations and coordination of our one-to-one tutoring model. Please e-mail resume to [excel@ureachlluc.com](mailto:excel@ureachlluc.com)

### PINE SPRINGS RANCH

**PSR Cook. Part-time.** Seeking a qualified candidate to serve as a cook in our food service department working every other weekend and occasionally during the week. Candidate must work well with others; have strong customer service skills; must be able to excel in a fast-paced environment; and be comfortable working with deadlines under pressure. Prior experience in food service production, service sanitation and supervisory experience is desired—but not mandatory. Position is for an average of 24 hours a week on an hourly basis. For further information or to submit an application, please call Carmen Ibañez at (951) 659-4131.

### PSR Summer Camp 2016

**Summer Camp Staff. Seasonal.** We're now hiring seasonal camp workers for our summer camp at Pine Springs Ranch. Ideal candidates will have a passion for Christ and a desire to mentor children in what it means to be one of His followers. Applicants will have to complete an application located on the PSR website, [www.psr.camp](http://www.psr.camp). Positions are now available for summer camp counselors, activity staff, cafeteria workers, and lifeguards. The contract length is from June 13th – August 2nd with one day-off per week. For more information please contact Jeremy Cruz @ (951) 509-2264 or [Jeremy.Cruz@seccsda.org](mailto:Jeremy.Cruz@seccsda.org).

**PLEASE NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED (951) 509-2351 or [abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)**