

# **JOB OPPORTUNITIES**

## **Southeastern California Conference of Seventh-day Adventists**

### **August 31, 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**

**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 [azurehillschildrenscenter@yahoo.com](mailto:azurehillschildrenscenter@yahoo.com)

#### **CHILDREN'S DISCOVERY CENTER**

**Pre-School Teacher. Part-time.** Seeking a pre-school teacher with a minimum of 12 units in early childhood education. Please contact Laura Parker, Director at (951) 781-3621.

#### **LA SIERRA ACADEMY**

**Office Assistant. Part-time.** International Student Services Office/Business Office. Seeking a customer service oriented individual with excellent oral and written communication skills. Must be proficient in Microsoft Word, Access, Publisher, Excel and PowerPoint. Accounting experience desired. Prior experience working with International Students highly desired. Must be detail oriented and organized. For more information and if interested, please send resume to Evelyn Fowler at [efowler@lsak12.com](mailto:efowler@lsak12.com)

**Transitional Kindergarten Teacher (TK) Part-time.** La Sierra Academy – Elementary is seeking a credentialed TK teacher. Must love working with little ones and have the patient of a saint ☺. We are looking for a warm, sweet, creative teacher to challenge our young students to moments of great success. Please contact Mrs. Benfield at (951) 351-1445 at ext. 213 or 214. You may also contact me through e-mail at [sbenfield@lsak12.com](mailto:sbenfield@lsak12.com)

#### **LOMA LINDA ACADEMY**

**Partnering For Eternity Coordinator. Part-time.** This position is requiring an individual to be responsible for the coordination of a scholarship program based on building relationships between elementary and high school students and seniors in the community. The skills needed include the ability to work well with people of all ages, good record keeping skills and the ability to self-motivate. For more information, please e-mail Doug Herrmann at [dherrmann@lla.org](mailto:dherrmann@lla.org)

#### **ORANGEWOOD ACADEMY**

**LAP and Homework Tutoring Center Teacher. Part-time.** Orangewood Academy is seeking a credentialed teacher to run our LAP and Homework Tutoring Center in the afternoon. For more information, please e-mail Elizabeth Muñoz Beard, Principal at [emunoz@orangewoodacademy.com](mailto:emunoz@orangewoodacademy.com)

#### **SAN DIEGO ACADEMY**

**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)

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

**ECE Teacher. Part-time. (20-30 hrs. per week).** Sunrise Christian Preschool in Orange County is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units. For information, please call Audry Railey, Director at (714) 534-4694, Ext. 661

**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**

#### **Treasury Department**

**Church Receipting Clerk. Part-time.** Seeking a candidate to perform clerical duties including data entry, filing and mailing. Requires basic computer and math skills; attention to detail; reliable attendance; fast and accurate 10-key data entry. Good language skills and the ability to maintain confidentiality required. For more information, please contact the Human Resources Department at (951) 509-2352.

### **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

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