JOB OPPORTUNITIES
Southeastern California Conference of Seventh-day Adventists
May 24, 2018

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

SOUTHEASTERN CALIFORNIA CONFERENCE

NO OPENINGS AT THIS TIME

CHURCHES

FULLERTON SDA CHURCH

- **Administrative Assistant. Part-time. 19 hrs/wk.** The Fullerton SDA Church is looking for an experienced administrative assistant with an out-going personality who is a self-starter with the ability to multi-task. Hands-on experience with Microsoft products and publishing software. Good verbal and written communications skills. Models the beliefs and standards of the worldwide Seventh-day Adventist Church. If interested, send resume to office@fullertonadventist.org

RELOVE SDA CHURCH

- **Church Secretary. Part-time.** The ReLove SDA Church is looking for an experienced church secretary who loves people and loves God. This person is responsible for providing clerical support to the church and ministry leaders and to present a positive image to those who contact the church by phone or in person. The candidate needs to be a self-starter, who has the ability to multiply-task, and who works well with Apple and Microsoft products. Furthermore, he/she needs to model the beliefs and standards of the worldwide Seventh-day Adventist Church. If interested, send resume to Info@relovechurch.org

- **Engagement Coordinator. Full-time.** The ReLove SDA Church is looking to hire a full-time Engagement Coordinator who will be responsible for overseeing and resourcing the ReLove member engagement model that begins with attracting potential members and ends with the development of spiritual coaches. Candidate must have excellent communication skills and have a proven record of executing plans. Previous discipleship ministry and marketing experience required. For more information and to submit a resume, please email Pastor Seth at pastorseth@me.com

PINE SPRINGS RANCH
(Year Round)

- **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, Camp Director at (951) 659-4131 or e-mail director@pinespringsranch.org

SCHOOLS
(2017-2018 School Year)

AZURE HILLS CHILDREN'S CENTER

- **Preschool Teacher. Part-time. 15 hrs./wk.** Azure Hills Children's Center is seeking a fun-loving, energetic candidate who loves working with children ages 2-5. Twelve (12) core units in Early Childhood Education preferred. Please submit resume to azurehillschildrenscenter@yahoo.com

CHILDREN'S DISCOVERY CENTER

- **ECE Teacher. Part-time.** Children's Discovery Center located in Riverside is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units.

- **ECE Teacher's Aide. On-Call.** For information on these two positions, please contact Laura Parker, Director at (951) 781-3621.

LA SIERRA ACADEMY

- **Maintenance/Grounds worker. Part-time, 20-25 hours a week.** Immediately seeking a candidate with some prior general knowledge of electrical, plumbing and construction. Experience with tractor, mowing equipment and irrigation service and use preferred. Ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Flexible schedule is required. Please send resume and employment application to Evelyn Fowler, Business Manager at efowler@LSAK12.com

LOMA LINDA ACADEMY

- **Chief Development Officer. Full-time.** Seeking a qualified candidate who is experienced in fundraising. The candidate must have a passion for Adventist education. Will be responsible for implementing and managing all fundraising activities. Also responsible for organizing alumni relation efforts. Interested candidates, please contact Joni Woodhouse, Director of Advancement at jwoodhouse@lla.org

MESA GRANDE ACADEMY

- **Morning Day Care Supervisor/Aide. Part-time – 10 hrs/wk., possible increase in time base or need.** We are actively and immediately looking for a flexible person to cover Morning Day Care Supervision and Teacher's Aide duties for the current school year as follows:

  Prior to School (M-F, 6:45 am – 8:00 am) Supervise students prior to start of the school day.
  During School day (M-F, 8:00 am – 9:00 am) Work as a Teacher's Aide for K-8th grades.

  For information, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222, (909) 855-5193 (cell) or e-mail your Resume to alfred.riddle@mgak-12.org

- **Morning and Afternoon Driver(s). Part-time – 19 hrs/wk.** We are actively looking for a flexible driver(s) with a safe driving record, CPR/First Aid Certifications (or willingness to obtain certification), to cover morning and/or afternoon transportation of students to and from the Hemet and the Desert areas:

  Prior to School (M-F, 5:45 am - 8:15 am) Transport students from Hemet or Desert areas followed by study hall supervision for early arrival students.
  After School day (M-Th. 3:45 pm - 5:15 pm or 4:30 pm - 6:00 pm on lab days; Fridays from 12:45 pm - 2:15 pm or 1:45 pm - 3:15 pm on lab days) Transport students to Hemet or Desert areas.

  For information, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222, (909) 855-5193 (cell) or e-mail your Resume to alfred.riddel@mgak-12.org

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 ECU units with at least one year of classroom experience. For information, call Audry Railey, Director at (714) 534-4694, Ext. 661

SUBSTITUTE TEACHERS

Substitutes open hire months will be January, June and October only. Paperwork may be submitted at other times, but will only be finalized during January, 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 or kathi.christenson@seccsda.org

SCHOOLS
(2018-2019 School Year)

EL CAJON CHRISTIAN SCHOOL

- **5th – 8th Grade Teacher. Full-time.** El Cajon Christian School is looking for a motivated enthusiastic self-starter to teach grades 5-8 in a two teacher small school setting. The school is in a wonderful setting just outside of San Diego with a highly supportive constituency and church. Applicants should hold denominational certification. For more information, contact Bill Arnold, SECC Associate Superintendent, or send application and resume to bill.arnold@seccsda.org

ESCONDIDO ADVENTIST ACADEMY

- **After School Care Supervisor/Food Service Assistant. Part-time, 32-35 hrs. per week, Monday through Friday.** Position opens August 15, 2018. We are searching for an individual to supervise our after school program and to assist our food service director in the preparation and serving of lunches. Candidates must love working with children, be punctual, flexible and responsible. Candidates must speak English and be eligible to work in the United States at the time of application. Employment applications can be found at http://secchr.adventistfaith.org. Please submit application and resume to Corinne Robinson at crobinson@eaaschool.org

LA SIERRA ACADEMY

- **High School Social Studies Teacher. Full-time.** La Sierra Academy is seeking a passionate HS Social Studies teacher who will implement a dynamic, differentiated curriculum. Successful candidates will demonstrate a passion for working with high school students, innovative teaching strategies to reach each student while maintaining rigorous standards, and a spirit of collaboration with colleagues. Candidates should hold SDA certification with endorsement in history or social studies. Please submit resume and a copy of completed SECC employment application to Scott Jones, 7-12 Vice Principal, at sjones@lsak12.com

- **7th – 12th Physical Education and Health Teacher. Full-time.** Seeking a female, credentialed Physical Education teacher to teach girls' and coed P.E. This person may also serve as Assistant Athletic Director for grades 7-12. Must have secondary certification in Physical Education. Please submit resume and a copy of completed SECC employment application to Walter Lancaster at kchronister@lsak12.com

- **Yard/Campus Supervisor. Part-time.** Seeking a candidate to supervise students in Elementary, Junior High and/or High School outdoors, in before/after school care and/or during lunch. Prior experience working in a school setting with students of all grade levels highly desired. Please send completed employment application and resume to Evelyn Fowler at efowler@LSAK12.com

LOMA LINDA ACADEMY

- **High School Principal. Full-time.** Loma Linda Academy is looking for an experienced administrator to lead out in the High School program at Loma Linda Academy for the 2018-2019 school year. Responsibilities include the supervision of a staff of about 25 teachers and the education of over 400 students. The High School Principal also supervises the Vice-Principal and the registrar. The High School is one of four schools that make up Loma Linda Academy and therefore requires that the Principal be able to work well as a member of an administrative team cooperating in a program that shares a budget, facilities, faculty at times, and support staff. MA, at least, and administrative credentials required. Please direct questions and applications to Doug Herrmann, Headmaster, at dherrmann@lla.org. Resumes accepted through April 16, 2018.

- **Junior High Teacher for Reading. 12-Day Summer School Session. (June 18 – July 3)**

- **Junior High Teacher for Writing. 12-Day Summer School Session. (June 18 – July 3)**

  Loma Linda Academy is looking for two teachers (one reading, one writing) for a 12-day summer school session. The dates are from June 18 – July 3, 2018. Wages range from $1,850 – 2,050 depending on your remuneration factor. Must be certificated for elementary teaching or for these subject areas. Contact Jim C. Weller, Junior High Principal at jweller@lla.org or at (951) 403-7498.

- **2nd Grade Teacher. Full-time.** Loma Linda Academy is looking for a teacher who loves Jesus Christ and loves working with kids—nurturing them physically, academically, spiritually, and socially. Candidates should be great team players who enjoy collaborating with a team of professional educators. A Bachelor's Degree, SDA Teaching Credential and active membership at an SDA church are required. Teaching experience is preferred. Please send resumes and completed SECC employment applications to Ronald Trautwein, Principal at rtrautwein@lla.org

REDLANDS ADVENTIST ACADEMY

- **Instructional Coach with possibility of becoming Vice-Principal. This is a 12 month position starting July 1, 2018.** Seeking an experienced educator who is passionate and knowledgeable about curriculum as evidenced by the successful implementation of research based best teaching practices. This individual must have strong interpersonal skills and a master's degree in education. Administrative/leadership experience highly desired. Please submit cover letter and resume to Iveth Valenzuela at ivalenzuela@redlandsacademy.org

SAN DIEGO ACADEMY

- **Music Teacher. Full-time.** San Diego Academy is searching for a full-time music teacher to direct concert band, choir, chorale and handbells. Duties include: organizing church visits, two yearly concerts, a music tour, as well as other performances. Maintaining and overseeing school instruments, fostering the development of elementary students' musical talents, delivering University of California A-G approved coursework, encouraging students to love music, attending conference music festivals, fundraising for the program and conscientiously administering its budget. Must be willing to contribute to the school community in varied aspects. Above all, applicants should have a love for music and a desire to teach young people to use their gifts to praise God. For more information or to submit a resume, please contact Nic Lindquist at principal@sdacademy.com

LA SIERRA UNIVERSITY

- **Dean of the Division of General Education.**
  The Office of the Provost at La Sierra University invites applications for a half-time position as the Dean of the Division of General Education to begin in July 2018. As an administrator, the Dean is responsible for the General Education program at La Sierra University, including supervision of the Director of the Honors Program and the Director of Service Learning. The Dean will participate in the review and hiring of faculty members who will be awarded joint appointments in one of the University's schools or the College and who will hold a secondary appointment in the Division of General Education. The Dean will also chair the Division's Curriculum Committee and other relevant committees. For information contact Jill Rasmussen at (951) 785-2425 or contact jrasmuss@lasierra.edu

PLEASE, NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED AND CANDIDATE EMPLOYMENT APPLICATIONS WITH APPLICANT SCREENING FORMS HAVE BEEN MAILED TO HUMAN RESOURCES
(951) 509-2351
abby.chuquimia@seccsda.org