JOBS OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

March 13, 2019

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

SECC CONFERENCE OFFICE

OFFICE OF THE PRESIDENT

- **Administrative Assistant to the President. Full-time.** This position will require an individual to not only appropriately represent the President of SECC but who has the ability to work with an administrative team. We are looking for an individual who holds a 4-year degree from an accredited college or university, and experience managing an office. A combination of education and experience will be considered in place of a degree. Knowledge of Microsoft Office Suite required and familiarity in a publishing program such as InDesign, a plus. Applicants must possess excellent people skills, complex project management experience and the ability to maintain confidences. This position will require some weekend and evening work. Applications for this position are available at secchr.adventistfaith.org and may be faxed to (951) 509-2395 or contact the Human Resources Department for more information at (951) 509-2351.

HISPANIC MINISTRIES DEPARTMENT

Administrative Secretary. Full-time. This position supports the Vice-President for Hispanic Ministries. Requires competence in event planning, website management, communication and office management. Must be proficient in Microsoft Office Suite and be willing to learn new applications as necessary. Experience with graphic, social media and web design programs preferred; excellent oral and written bilingual (Spanish/English) communication skills are necessary; must be able to handle multiple projects with overlapping deadlines. For more information, please contact the Human Resources Department at (951) 509-2351.

CHURCHES

PALM DESERT OASIS SDA CHURCH

- **Maintenance/Groundskeeper. Part-time (up to 29 hrs. per week, with some benefits).** Looking for an experienced person with knowledge of electrical, heating/ac, plumbing, construction, mowing, irrigation, etc. Self-starter, work is primarily Monday-Friday with some flexibility for weekend emergencies or rare extended hours. For more information, please contact church office or Pastor Paul Savino at (760) 568-0809 to submit employment application and/or resume.

RELOVE SDA CHURCH

- **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.

VICTORVILLE SDA CHURCH

- **Church Secretary. Part-time. (20 hrs. per week, Tuesday to Friday, 10:30 am – 3:30 pm).** The Victorville SDA Church is looking for a candidate who will serve as a lay-minister, a crucial member of the staff team, responsible for providing warm hospitality, effective communication, attentive administrative assistance, and loving member care. For more information or to submit an application, please contact Pastor Raewyn Orlich at (909) 362-2063.

PINE SPRINGS RANCH
(Year Round)

- **PSR Food Service Director. Full-time.** Pine Springs Ranch Christian Youth and Retreat Center in the San Jacinto mountains seeks a full-time food service director. This position manages hospitality through serving meals to our retreat guests and summer camp campers. The position is responsible for supervision, training, menu planning, budget management, product ordering, food preparation and other food service related duties. Successful candidates will have the ability to function in a team environment and will work with diverse ethnic groups. A Bachelor's degree in food service, cuisine or similar major and three years of experience desired; or equivalent combination of education and experience may be considered for non-degree qualified individuals. For information or to submit an application and resume contact the Human Resources Department at (951) 509-2351.

- **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 and application, please call Carmen Ibañez, Camp Director at (951) 659-4131 or e-mail director@pinespringsranch.org.

SCHOOLS
(2018-2019 School Year)

CHILDREN'S DISCOVERY CENTER

- **ECE Teacher's Aide. On-Call.** For more information, please contact Laura Parker, Director of the Children's Discovery Center at (951) 781-3621.

LOMA LINDA ACADEMY

- **Alumni and Communications Coordinator. Full-time.** Seeking a qualified candidate who is experienced in marketing and communications. He/she must have a passion for Adventist education. Will be responsible for coordinating communication for alumni and fundraising activities. Will be the lead writer for alumni, fundraising, and other marketing content at Loma Linda Academy. Preferred candidates will be skilled in writing, graphic design, relationship building, customer service, problem solving, and ability to work with a team. Interested candidates, please contact Joni Woodhouse, Director of Advancement and Admissions, at jwoodhouse@lla.org

- **SIS (Student Information System) Platform Manager. Full-time.** The Loma Linda Academy IT Department is looking for an experienced SIS administrator. The ideal candidate will have at least 1-3 years of SIS experience with knowledge of Blackbaud's SIS, a real plus. A bachelor's degree is expected. This person will be responsible for supporting the entire suite of Blackbaud applications that Loma Linda Academy is using. The nature of the responsibilities will necessitate that this person will have great customer service and communication skills, as this person will interface with a diverse end-user population. For information, please contact IT Director Jack Davis at (909) 796-0106 Ext. 3225 or by e-mail at jdavis@lla.org

MESA GRANDE ACADEMY

- **Morning and Afternoon Driver(s). Part-time – 19 hrs./wk.** Mesa Grande Academy is 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.

- **Afternoon Day Care Supervisor. Part-time. 1:30 – 6:00 pm Monday thru Thursday.** Mesa Grande Academy is looking for an Afternoon Day Care Supervisor to check students in and out – for safety, legal and charging purposes. The candidate will supervise and monitor student interaction during structured and unstructured play time. Ensure safe and proper student interactions by all students.

  Qualifications:

  Sincerely enjoy working with students from grades K-6.
  Provide structured and non-structured activities for students.
  Observant personality and safety-minded.

Enjoys interacting with parents.
Be a patient person.
Understands appropriate discipline processes and is comfortable administering them.
Be punctual.
SECC Conference Requirement: Must be SDA

For information on these 2 positions, 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.

SCHOOLS
(2019-2020 School Year)

CALEXICO MISSION SCHOOL

- **High School Science Teacher. Full-time.** Calexico Mission School is the largest and longest running mission school in the North American Division and is located on the U.S./Mexico border. The school serves predominantly a non-SDA constituency, which provides a wonderful opportunity to introduce our unique SDA perspective of God to students. Our average class size is 20 students. It is not unusual to have a couple of English learners as part of the group. CMS values critical thinking, hard work, and an approach to science through the prism of God as Creator. Therefore, we are seeking to hire an educator committed to establishing an academic culture that fosters these traits. Additionally, the ideal candidate must be an individual who is driven, constantly aspiring to grow, and always seeking to inspire students to achieve excellence. If you are a creative educator with a missionary mindset wanting to be a part of a team of passionate teachers who are intentional about "educating the hand, the heart, and the mind" of students, please contact Oscar Olivarria, Principal at (760) 357-3711 Ext. 204 or send resume to principal@calexicomissionschool.org

  REQUIRED QUALIFICATIONS: Applicants must be able to teach courses in Biology, Chemistry, Anatomy and Physiology, as well as conduct the corresponding labs. The ideal candidate will also have a denominational endorsement to teach Science at the secondary level. Must have the legal right to work in the United States and be able to provide evidence of that right if employed. Please send a resume (including 3 references with e-mail addresses and phone numbers), philosophy of education and a copy of your current NAD teaching certificate with the proper endorsements.\

- **Physical Education Teacher. Full-time.** Calexico Mission School is the largest and longest running mission school in the North American Division and is located on the U.S./Mexico border. The school serves predominantly a non-SDA constituency, which provides a wonderful opportunity to introduce our unique SDA perspective of God to children. Our average class size is 20 students. It is not unusual to have a couple of English learners as part of the group. Calexico Mission School values positive relationships, sportsmanship, discipline, and hard work. Therefore, we are seeking to hire an educator committed to establishing a Christ-centered athletic culture for students that fosters these traits. Additionally, the ideal candidate must be an individual who is driven, constantly aspiring to grow, and always seeking to inspire students to achieve excellence without compromising Christian values. In addition to the PE classes, this full-time position requires the candidate to teach either Bible or Social Studies at the middle school level. If you are a creative educator with a missionary mindset wanting to be a part of a team of passionate teachers who are intentional about "educating the hand, the heart, and the mind" of students please contact Oscar Olivarria, Principal at (760) 357-3711 Ext. 204 or send resume to principal@calexicomissionschool.org

  REQUIRED QUALIFICATIONS: Applicants must be qualified to teach Physical Education for grades 7-12 and have the proper organizational skills to manage the athletic program. The ideal candidate will also have a denominational endorsement to teach either Bible or Social Studies. Must have the legal right to work in the U.S. and be able to provide evidence of that right if employed. Please send a resume (including 3 references with e-mail addresses and phone numbers), philosophy of education and a copy of your current NAD teaching certificate with the proper endorsements.

EL CAJON SDA CHRISTIAN SCHOOL

- **Teaching Principal. Full-time.** Seeking an experienced, credentialed elementary teacher with some administrative experience. Job includes teaching either grades TK-4 OR 5-8 and acting as school principal. The grade level preference is up to the principal. El Cajon is a two-teacher school with additional part-time classroom and office help. Located less than 20 miles east of San Diego, El Cajon SDA Christian School is located on a beautiful piece of property adjacent to the El Cajon SDA Church. Candidate must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills and a personal lifestyle in keeping with SDA principles. For more details, contact principal Datha Tickner at Datha.Tickner@seccsda.org or (951) 509-2308 no later than April 1, 2019.

LA SIERRA ACADEMY

- **Business Manager. Full-time.** La Sierra Academy is a college prep school located next to La Sierra University. The Academy is seeking an experienced Business Manager for the School Year 2019-2020 with first-hand knowledge of school finances and accounting. The candidate must be able to prepare, with the office staff, a monthly report and be able to articulate to the board the financial position of the school. The ideal candidate will have several years of experience in the financial field and hold a degree in finance, accounting, CPA or MBA. Interested individuals should contact William Arnold at bill.arnold@seccsda.org.

- **La Sierra Academy Head Principal/High School Principal. Beginning July 2019.** La Sierra Academy is currently seeking applications for a TK-12 Head Principal, as well as High School Principal. The ideal candidate would have experience in both elementary and high school teaching and/or administration, hold denominational certification with an administrative certificate, as well as 3-5 years administrative experience. La Sierra Academy is a thriving and growing TK-12 school near La Sierra University. The location of the school offers great opportunities for collaboration with La Sierra University. The school also has a strong international program. The school is seeking an enthusiastic and committed leader to guide the TK-12 faculty in a shared vision and program. The school is looking for someone who cares deeply about youth. This person needs to possess excellent verbal and written communication skills with teachers, parents and constituents. This person will serve to lead the administrative team which consists of an Elementary Principal, Elementary Vice Principal, Jr. High Principal/High School Vice Principal and Business Manager. Please send resume, cover letter, and references to William Arnold, Associate Superintendent of Schools at bill.arnold@seccsda.org

- **TK-6 Principal. Full-time.** La Sierra Academy is looking for an individual to lead its elementary (TK-6) in all aspects of the elementary program, for the School Year 2019-2020, which includes instructional leadership, team building, financial management, and program implementation. The ideal candidate will have experience in administration on the elementary level and preferably a master's degree or higher as well as denominational certification and an Administrator's Certificate. La Sierra Academy is a thriving college prep school next to La Sierra University. We are looking for a candidate that can interact effectively with a K-12 Administrative team. The school also desires a greater partnership with La Sierra University in future teacher development and programming. Interested candidates should submit resume and application to Bill Arnold at bill.arnold@seccsda.org.

LOMA LINDA ACADEMY

- **Junior High Principal. Full-time.** Loma Linda Academy is seeking an experienced credentialed administrator who has shown successful school leadership and an ability to work collaboratively with a team of educators. Responsibilities include the daily leadership in the spiritual, academic, physical, and social aspects of student learning on a campus of 190 seventh and eighth graders. Please submit resume by Monday, February 18, 2019 to Douglas Herrmann, Headmaster, at dherrmann@lla.org.

- **High School English Teacher. Full-time.** Seeking a credentialed high school English teacher for the 2019-2020 school year. Must have a teaching credential with endorsement in English. Experience desired. Must demonstrate caring and creative spirit, organizational and interpersonal skills, personal lifestyle in keeping with SDA principles, and desire to work with teenagers. For more details, contact principal Donald Krpalek at (909) 796-0161 and send resume to dkrpalek@lla.org. Resumes due on March 1, 2019.

- **High School Religion Teacher. Full-time.** Seeking a credentialed teacher with an endorsement in religion. Experience desired. Must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills, a personal lifestyle in keeping with SDA principles and a desire to work with teenagers. For more details, please contact principal Donald Krpalek at (909) 796-0161 and send resume to dkrpalek@lla.org. Resumes due on March 1, 2019.

MESA GRANDE ACADEMY

- **1ST Grade Teacher. Full-time.** Mesa Grande Academy is seeking a full-time 1st Grade Teacher who has the skills and training to work with young students beginning with the 2019-2020 school year. Candidates must possess the skills and talent to provide a vibrant and structured academic program. Candidates must have SDA teaching credentials and/or California clear credentials. This is a self-contained classroom with pull-outs for music and physical education. 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 Ext. 222 or e-mail alfred.riddle@mgak-12.org

MURRIETA SPRINGS ADVENTIST CHRISTIAN SCHOOL

- **Teaching Principal. Full-time**

- **Multi-Grade Teacher. Full-time**

Murrieta Springs Adventist Christian School announces **TWO OPENINGS** for the 2019-2020 school year: **Teaching Principal** and **Multi-Grade Teacher**. The teaching principal would teach either in the multi-grade upper grade classroom or the multi-grade middle grade classroom. The other position to be hired would be the remaining classroom opening. Murrieta Springs Adventist Christian School is an approximately 50 student TK-8 school, with 3 full-time faculty members and 1 part-time. It has strong church support and a welcoming, family feel. Southeastern California Conference is looking for dynamic individuals to join this team. The ideal teaching principal candidate would be one who has taught successfully at the elementary level for several years and has organization and leadership skills and a strong spiritual presence. Both positions require current denomination certification. Resumes and inquiries may be directed to Rob Smith, Associate Superintendent of Schools, Robert.Smith@seccsda.org; or call (951) 509-2310; fax (951) 509-2392.

ORANGEWOOD ACADEMY

- **High School History Teacher. Full-time.** Orangewood Academy is seeking a credentialed High School History teacher for the 2019-2020 school year. Must have a teaching credential with an endorsement in History. Teaching in high school experience is desired. This teacher should demonstrate a caring spirit, whose first love is working with young people. Organizational skills and intrapersonal relationship skills are the desired quality of this team member. Orangewood Academy is looking for a History teacher that can help bring history alive and help students see where society has come from and to see the possibilities for the future.
  EXPERIENCE: The ideal candidate holds current NAD certification; is willing to learn and try new things, is proficient using typical classroom technology and software; works well with colleagues and administration; has strong people skills, particularly with a wide range of ethnicities; models Christianity and upholds the faith and values of the Seventh-day Adventist Church. Additionally, a candidate who has multiple endorsement and certification would be exceptional. If interested, please contact Elizabeth Muñoz Beard, Principal at (714) 534-4694 or send resume to emunoz@orangewoodacademy.com.

- **High School Science Teacher. Full-time.** Orangewood Academy is located in Garden Grove, CA, just a few miles from the beach and from Disneyland. We are seeking to hire an educator committed to establishing an academic culture that fosters these traits. Additionally, the ideal candidate must be an individual who is driven, constantly aspiring to grow, and always seeking to inspire students to achieve excellence. If you are a creative educator with a missionary mindset wanting to be a part of a team of passionate teachers who are intentional about helping students grow academically, spiritually, physically and socially. If interested, please contact Elizabeth Muñoz Beard, Principal at (714) 534-4694 or send resume to emunoz@orangewoodacademy.com.
  REQUIRED QUALIFICATIONS: Applicants must be able to teach courses in Biology, Chemistry, Physics, Anatomy and Physiology, as well as conduct the corresponding labs. The ideal candidate will also have a denominational endorsement to teach Science at the secondary level. Must have the legal right to work in the USA and be able to provide evidence of that right if employed. Please send a resume including three (3) references with e-mail addresses and phone numbers.

- **Choral Director/Music Teacher. Full-time.** Orangewood Academy seeks an enthusiastic and dynamic Music Director and Teacher to direct preschool - 8th grade choirs, Academy Choir, Handbells and teach high school Music Appreciation. If you are a creative educator with a missionary mindset wanting to be a part of a team of passionate teachers who are intentional about helping students grow academically, spiritually, physically and socially, contact Elizabeth Muñoz Beard, Principal at (714) 534-4694 or send resume to emunoz@orangewoodacademy.com
  REQUIRED QUALIFICATIONS: The ideal candidate will also have a denominational endorsement to teach Music. Must desire to help children develop their potential. Must love children and have a passion for Adventist education, music and excellence. Must be friendly, flexible and kind. Must have the legal right to work in the USA and be able to provide evidence of that right if employed. Please send a resume including three (3) references with e-mail addresses and phone numbers.

REDLANDS ADVENTIST ACADEMY

- **Junior High History Teacher. Full-time.** Redlands Adventist Academy is seeking a credentialed teacher or the 2019-2020 school year to teach history and other subjects based on qualifications. Seeking an individual who has a passion for working with young people, is committed to academic excellence and has strong interpersonal skills. If interested, please submit resume to Ivette Valenzuela, Principal at ivalenzuela@redlandsacademy.org

SAN DIEGO ACADEMY

- **2nd Grade Teacher. Full-time.** San Diego Academy is seeking a 2nd Grade Teacher who can plan and implement an engaging, student-centered, differentiated curriculum. Responsibilities include lesson planning, decorating the classroom, supervising recess, and working as part of an elementary team. Experience with lower elementary grade levels and a track record of student success are preferred. For more information or to submit a resume, please contact Nic Lindquist at principal@sdacademy.com

- **Music Teacher. Full-time.** San Diego Academy is searching for a full-time Music Teacher to direct concert band, choir, chorale, and hand bells. Duties include:
  - Organizing church visits, two yearly concerts, a music tour, and 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
  - Being willing to contribute to the school community in varied aspects

  Above all, applicants should have a love of 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

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

Please, notify Abby when positions are filled
(951) 509-2351
abby.chuquimia@seccsda.org