# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

## March 8, 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

# CHURCHES

**COLTON SDA CHURCH**

- **Young Adult/Youth Leader. Part-time. 10 hrs/wk.** The Colton SDA Church is looking for an experienced Young Adult/Youth Leader with the following qualifications: reliable, experienced with leading out a YA/Youth group, long term commitment, theological education, loves young people, can provide mentorship, bilingual (English/Spanish). For more information, please contact Pastor John Choi at (909) 677-9892.

**LAGUNA NIGUEL SDA CHURCH**

- **Outreach Coordinator/Bible Worker. Full-time.** The Laguna Niguel SDA Church is seeking a dynamic and dedicated Outreach Coordinator/Bible Worker. This position consists of coordinating church evangelism, giving Bible studies and training church members to give Bible studies and interest coordination. Candidate must have excellent marketing and outreach skills. The starting time for this position is summer 2017. For more information, call our church office at (949) 495-0311 or send us a copy of your resume to laguna.niguel.sda@gmail.com

- **Youth/Music Leader. Full-time.** Laguna Niguel SDA Church has an opening for a Youth/Music Leader who must have experience leading youth and proficiency in music. This is a local hire, but must meet the conference standards. This position includes benefits package. Come join our staff in this lovely coastal area with a large young vibrant church. Send your resumes to laguna.niguel.sda@gmail@com. We will be receiving resumes thru the end of January 2018. For more information, call (949) 495-0311.

**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.

# 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)

**CALEXICO MISSION SCHOOL**

- **3rd Grade Teacher. (Needing a teacher to complete the 2017-2018 school year).** The position requires the following responsibilities:

  Ability to establish a positive learning climate for students
  Create lesson plans and modify them accordingly
  Grade papers and maintain grade book
  Ability to communicate well with parents
  Spanish is not required, but is a plus

  Calexico Mission School is the largest and longest running mission school in the North American Division. We serve predominantly non-SDA constituency, which provides an opportunity to introduce a unique perspective of God to children. The current 3rd grade class is a small self-contained group with 15 bright students, a couple of whom are English learners. For further information, please contact Oscar Olivarria, Principal at principal@calexicomissionschool.org or (760) 357-3711.

**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 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)

**CALEXICO MISSION SCHOOL**

- **Lower Elementary Teacher. Full-time.** Needing a teacher for the 2018-2019 school year. This position is for a lower elementary self-contained single grade classroom. (Grade level to be determined). The position requires the following responsibilities:
  - Ability to establish a positive learning climate for students
  - Create lesson plans and modify them accordingly
  - Grade papers and maintain grade book
  - Ability to communicate well with parents
  - Collaborate well with fellow teachers
  - Spanish is not required, but is a plus

  Calexico Mission School is the largest and longest running mission school in the North American Division. We serve predominantly non-SDA constituency, which provides an opportunity to introduce a unique perspective of God to children. Our elementary classes are typically small with an average of 15-20 students. It is not unusual to have a couple of English learner students as part of the group.

**LA SIERRA ACADEMY**

- **7-12 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. Plese submit resume and a copy of completed SECC employment application to Walter Lancaster at kchronister@lsak12.com

**LOMA LINDA ACADEMY**

- **Director of the LLA String Program/Symphony Orchestra. Part-time.** Loma Linda Academy String Program is a thriving program that consists of Suzuki lesson offerings for violin, viola, cello, bass, and harp, Suzuki group classes, two orchestras (Concert Orchestra and Symphony Orchestra), and a chamber music program. We are seeking a candidate who is a Suzuki trained string teacher, who preferably also has training/experience conducting orchestras. Must be a Seventh-day Adventist, have teaching experience, and ideally, administrative experience as well. Interested candidates, please contact Datha Tickner, Loma Linda Academy Principal, at dtickner@lla.org Application deadline is March 30, 2018.

- **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

**MESA GRANDE ACADEMY**

- **8th Grade Teacher. Full-time.** Mesa Grande Academy is seeking interested candidates who thoroughly enjoy teaching Junior High school level students in the 8th grade. Classes are currently taught in self-contained classrooms with pull-outs for Physical Education, Music and Computers (and Pre-Algebra in 8th grade). We are exploring the possibility of additional departmentalization of Science/Math and English Language Arts with this job assignment. Candidates must have SDA teaching credentials and/or California clear credentials. 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, Principal at (909) 795-1112, Ext. 222, (909) 855-5193 (cell) or e-mail your Resume to alfred.riddle@mgak-12.org

**SAN ANTONIO CHRISTIAN SCHOOL**

- **3RD – 8TH Grade Teacher (combined classroom). Full-time.** Seeking a candidate who is flexible, relational, energetic and creative. NAD elementary credential is required. Would be preferable to have Science and Math experience, as well as team-teaching experience. Caring, instructional, managerial skills and good communication skills are a plus. Send resumes or contact Dr. Michael Conner at michael.conner@seccsda.org or call (951) 509-2308.

**SAN DIEGO ACADEMY**

- **High School English Teacher. Full-time.** San Diego Academy is seeking a high school English teacher who can plan and implement an engaging, student-centered, differentiated curriculum. Experienced teachers with a strong record of high student achievement are preferred. Applicants should be willing to work as part of a team to help students grow both inside and outside of the classroom. The position entails teaching all levels of high school English and other classes within the applicant's certification. 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 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

## ADVENTIST MEDIA CENTER

- **Staff Accountant. Full-time. Temporary (non-exempt).** The applicant will be responsible for a variety of accounting duties. The assigned duties will be selected from the following categories and may change depending on organizational needs: deposit tracking, donation imports, cash receipt posting, wires, cash reports, reconciliations and other duties as assigned. Minimum of an Associate Degree in accounting and two years prior accounting experience is preferred. Must possess strong interpersonal skills and work well with people. Proficiency in keyboard skills. Also strong analytical and problem solving skills. Must be able to handle multiple projects while meeting deadlines. Must be accurate, organized and detail oriented. Work within a Microsoft Windows environment, and know Microsoft Word and Excel programs. Must have ability to learn new software related to work needs. Demonstrates ability to reach decisions and follows through within scope of responsibility as defined by the job description. Flexible under deadline pressures. If interested, please contact the AMC Resources Department at (805) 955-7715.

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