

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

### April 17, 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

### TREASURY DEPARTMENT

- **Church Receipting Clerk. Part-time.** Seeking a candidate to perform clerical duties primarily 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 confidences required. Some flexibility with work scheduling. If interested, send Employment Application and Resume to [abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org) or contact (951) 509-2351 during morning hours.

### YOUTH DEPARTMENT

- **Office Assistant @ PSR Summer Camp. Contract/Temporary.** Seeking a qualified candidate to assist in the Pine Springs Ranch summer camp office. Job training will begin in early May at SECC and then candidates must be available to live at PSR Camp during our 8 week seasonal summer camp. Duties will consist of, but not limited to, answering the phones, inventory control and sales, and clerical work. Job training is available and required. Due to labor restrictions, applicants must meet the qualifications of a 'student employee' having been enrolled in an accredited educational program in 2018. For more information, please contact Jeremy Cruz at (951) 509-2264.

## 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.

### 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](mailto:office@fullertonadventist.org)

### LAGUNA NIGUEL SDA CHURCH

- **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 locally funded position which must meet the conference requirements. This position includes a full-time 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](mailto:laguna.niguel.sda@gmail.com). We will be receiving resumes thru the end of January 2018. For more information, call (949) 495-0311.

### LOMA LINDA UNIVERSITY SDA CHURCH

- **Senior Accountant. Full-time.** Immediately seeking a qualified accountant with at least 5 years of accounting experience, preferably a Certified Public Accountant. This position assists the business administrator in the areas of accounting, including reconciliation of all accounts, posting accounts payable, journal vouchers, contributions and receivables. Maintains the accounts ledger, prepares remittance reports and financial statements in accordance with GAAP. Assists with processing employment documentation and timecards for church employees. For more information, please contact Tim Rawson, Business Administrator at (909) 558-4570 or [trawson@llu.org](mailto:trawson@llu.org)

## **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](mailto:director@pinespringsranch.org)

## **SCHOOLS (2017-2018 School Year)**

### **AZURE HILLS CHILDREN'S CENTER**

- **Preschool Teacher. Part-time, 15 hours per week.** 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 [azurehillsschoolscenter@yahoo.com](mailto:azurehillsschoolscenter@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 at [efowler@LSAK12.com](mailto: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](mailto: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-8<sup>th</sup> 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](mailto:alfred.riddle@mgak-12.org)

### MESA GRANDE ACADEMY (Cont.)

- **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](mailto:alfred.riddel@mgak-12.org)

### REDLANDS ADVENTIST ACADEMY

- **Cashier. Part-time. Immediate Opening.** Seeking a qualified candidate to work 22 hours per week, Monday through Thursday. Position requires strong MS Excel skills. Candidate must be detail oriented, have the ability to multitask and work well under stress in a fast-paced environment. Strong written and verbal communication skills and excellent customer service required. Experience in a school setting highly desirable. Please submit resume to Luisa Desia, Business Manager at [ldesia@redlandsacademy.org](mailto:ldesia@redlandsacademy.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](mailto: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.

### EL CAJON CHRISTIAN SCHOOL

- **5<sup>th</sup> – 8<sup>th</sup> 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](mailto:bill.arnold@seccsda.org)

## ESCONDIDO ADVENTIST ACADEMY

- **After School Care Supervisor. Part-time, 25 hrs. per week, Monday through Friday.**
- **Food Service Assistant. Part-time, 15 hrs. per week, Monday through Friday.**

Both positions open August 15, 2018. We are searching for individuals 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. Employment applications can be found at <http://secchr.adventistfaith.org> Please submit application and resume to Corinne Robinson at [crobenson@eaaschool.org](mailto:crobenson@eaaschool.org)

- **K-12 Music Teacher. Full-time.** The ideal candidate will have a lot of love for the Lord, hold a valid SDA teaching credential with a K-12 music endorsement, be experienced and proficient in directing choirs, handbells and drama, as well as teaching classroom music, and be a self-starter. Additional attributes required are flexibility, a strong sense of responsibility, adaptability, and willingness to be a team player with colleagues. For more information or to submit a resume, please contact Larry Rich at [principal@eaaschool.org](mailto:principal@eaaschool.org)

## LA SIERRA ACADEMY

- **7<sup>th</sup> – 12<sup>th</sup> 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](mailto:kchronister@lsak12.com)
- **7<sup>th</sup> – 8<sup>th</sup> Grade Junior High Mathematics Teacher. Full-time.** La Sierra Academy is seeking a passionate junior high mathematics teacher who will implement a dynamic, differentiated curriculum. Successful candidates will demonstrate a passion for working with junior high 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 mathematics. Please submit resume and a copy of the completed SECC employment application to Scott Jones, 7-12 Vice-Principal at [sjones@lsak12.com](mailto:sjones@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](mailto: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](mailto:dherrmann@lla.org). Resumes accepted through April 16, 2018.

## MESA GRANDE ACADEMY

- **7<sup>th</sup> – 8<sup>th</sup> Grade Teacher – Math/Science/Bible. Full-time.** Seeking teacher whose core focus would be in Mathematics/Sciences for grades 7<sup>th</sup> and 8<sup>th</sup>. Other classes taught could include Bible and History.
- **7<sup>th</sup> – 8<sup>th</sup> Grade Teacher – English Language Arts. Full-time.** Seeking teacher whose core focus would be in English Language Arts (Writing/Reading), for grade levels 7<sup>th</sup> and 8<sup>th</sup>. Other classes taught could include Bible and History. 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 Resume to [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org)

## ORANGEWOOD ADVENTIST ACADEMY

- **Business Manager. Full-time.** Orangewood Academy is currently seeking to hire an experienced Business Manager that will directly oversee all business operations for the institution. The position is 12-month, with benefits including medical and retirement. Our school uses Adventist Accounting Software International (AASI) system. The candidate will need to work in collaboration with the Principal, Board and the Office of Education to develop and implement the management of all finance-related activities for the school. Orangewood Academy is located in Garden Grove, CA near beaches and Disneyland. We have a preschool (Sunrise Christian Preschool) and we are a K-12 WASC accredited institution. To learn more about our

fantastic school, visit us at [www.orangewoodacademy.com](http://www.orangewoodacademy.com) Candidate must have a love for the mission of Adventist Education and in making a difference in the lives of youth. Have experience with accounting and business management. Have a Master's Degree in Accounting or Business. Must be eligible to be employed in the United States. Have strong people skills and be a team player. Must be an active member in good standing of the Seventh-day Adventist Church. Additionally, he/she must have a demonstrated ability to use appropriate data in decision-making. Has had involvement with institutional fundraising and development. Experience with diverse student populations a plus. Fingerprint and background check clearance is required. Resume should include phone numbers and e-mails of at least four current references, including current principal or superintendent, if applicable. Please, contact Elizabeth Muñoz Beard, Principal at (714) 534-4694 or e-mail [emunoz@orangewoodacademy.com](mailto:emunoz@orangewoodacademy.com)

#### **REDLANDS ADVENTIST ACADEMY**

- **High School English, Religion and Spanish Teacher. Full-time.** Seeking a dynamic and innovative teacher who has a passion for working with adolescents. Applicants must have secondary endorsements in English, Religion and Spanish. Please submit a resume and a copy of your completed SECC employment application to Iveth Valenzuela, K-12 Principal, at [ivalenzuela@redlandsacademy.org](mailto:ivalenzuela@redlandsacademy.org)

#### **SAN ANTONIO CHRISTIAN SCHOOL**

- **TK/Kindergarten Teacher. Full-time.** Looking for a creative, enthusiastic, experienced TK/Kindergarten teacher for the upcoming school year. You will teach students at varied levels of development and build in them a strong foundation for future success. While academic growth is important, you will also nurture students to advance socially, physically and morally. We strive to create a loving, nurturing classroom environment that welcomes parents to engage in frequent, open communication. Send resumes or contact Dr. Michael Conner at [michael.conner@seccsda.org](mailto: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](mailto: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](mailto: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 [hramuss@lasierra.edu](mailto:hramuss@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](mailto:abby.chuquimia@seccsda.org)**