

# **JOB OPPORTUNITIES**

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

### **June 27, 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](mailto: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](mailto: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](mailto: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](mailto:director@pinespringsranch.org)

# SCHOOLS

## (2018-2019 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](mailto:azurehillschildrenscenter@yahoo.com)

### CALEXICO MISSION SCHOOL

- **PE Teacher/Athletic Director. Full-time.** 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. Applicants need to be active members of the SDA Church. 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. 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 Bible 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. 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, 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 to Oscar Olivarria, Principal at (760) 357-3711 x204 or e-mail [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org)

### 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.

### 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, Superintendent Associate, or send application and resume to [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org)

### 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 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 year of experience in the financial field and hold a degree in finance, accounting, CPA or MBA. Interested individuals should contact William Arnold, Superintendent Associate at [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org)
- **Elementary Vice-Principal (TK-6). Full-time.** La Sierra Academy is a college prep school located next to La Sierra University. The Academy is seeking an experienced educator who is passionate and knowledgeable about curriculum. This individual must have strong interpersonal skills and have demonstrated working well with students, parents and teachers and possess strong communication skills. The ideal candidate will have a Master's degree and Administrative Certificate. Interested individuals should contact William Arnold, Superintendent Associate at [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org)
- **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](mailto:efowler@LSAK12.com)
- **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 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 partner with the university in future teacher development and programming. Interested candidates should submit resume and application to William Arnold, Superintendent Associate at [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org)

- **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, HS Principal at [kchronister@lsak12.com](mailto:kchronister@lsak12.com)
- **Yard/Campus Supervisor. Part-time.** La Sierra Academy is 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, Business Manager at [efowler@LSAK12.com](mailto:efowler@LSAK12.com)

#### LOMA LINDA ACADEMY

- **School Nurse. Part-time.** Loma Linda Academy is looking for a registered nurse who loves Jesus Christ and loves working with kids. Candidates should be great team players who enjoy working with students, teachers, and staff. They should be able to treat students with care, concern, and tenderness as they are injured or ill. Responsibilities include: providing leadership in planning and implementing health services; maintaining up-to-date and accurate records as part of students' cumulative folders; conferring with teachers and parents regarding children's health in relation to wellness, growth, and development; assisting in the control of communicable diseases by informing parents; providing first aid treatment for student injuries; administering medications to students with chronic and acute illnesses; maintaining records on all procedures and activities for continuous program evaluation; and collaborating with teachers in providing educational activities in areas such as sex education and drug use/abuse. Please send resumes and completed SECC employment applications to Ronald Trautwein, Principal at [rtrautwein@lla.org](mailto:rtrautwein@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)
- **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

- **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, Principal at [ivalenzuela@redlandsacademy.org](mailto: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, Principal at [principal@sdacademy.com](mailto:principal@sdacademy.com)

### **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)

### **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](mailto: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](mailto:abby.chuquimia@seccsda.org)**