JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists
APRIL 9, 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

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 confidentiality. 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.

TREASURY DEPARTMENT

- **Church Receipting Clerk. Part-time.** Seeking a candidate to perform clerical duties primarily data entry, filing, mailing, computer applications, and customer interactions. Some supervision of staff required during absence of Receipting Coordinator. Requires basic computer and math skills, attention to detail, reliable attendance, fast and accurate 10-key data entry. Good communication skills and the ability to maintain confidences required. If interested, contact Abby Chuquimia at the Human Resources Department during morning hours 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 Assistant for Food Service Director. Full-tine.** Pine Springs Ranch Christian Youth Camp and Retreat Center is seeking a qualified person to serve as an assistant director in our food service department. Position is responsible for assisting the food service director in supervision, training, menu planning, budget management, product ordering, food preparation, and other food service related duties. Persons applying for this position 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. A bachelor's degree in food service, cuisine, or similar major and one year education and experience in food service production, service sanitation and staff supervision may be considered for non-degree qualified individuals. Position is a full-time salary position. For further information and complete job requirements, or to submit a resume, please call Carmen Ibañez at (951) 569-4131.

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

- **Development Director. Full-time.** Seeking a qualified candidate who is experienced in development/communications. He/she must have a passion for Adventist education. Will be responsible for leading out and coordinating communication for alumni and development activities. Preferred candidates will be skilled in writing, relationship building, customer service, problem-solving, and planning events. Interested candidates, please e-mail jwoodhouse@lla.org to receive the job description and application.

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 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.

ESCONDIDO ADVENTIST ACADEMY

- **TK-12 Principal. Full-time.** Escondido Adventist Academy is seeking a TK-12 Principal beginning July 1, 2019. EAA is located in northern San Diego County and is supported by 18 constituent churches and serves a diverse student population. The ideal candidate will have experience at multiple grade levels of education, demonstrate strong spiritual leadership, communication and marketing skills, be able to mentor the strengths of professional teachers and provide an atmosphere of teamwork and collaboration with faculty, churches and the board of trustees. Looking for candidates with the following experiences and/or qualifications: Current NAD Administrator Certificate and Teaching Certificate. Spiritual Leader, Effective Communication Skills, Implement a School Vision, Instructional Leader, Competent Problem Solver Skills, Experience with Diverse Populations, Effective Marketing and Recruitment Skills, Team Builder, Innovative and Creative and Must be Able to Work in the United States at the time of application. For more information, contact Stephen Zurek, Associate Superintendent of Schools at (951) 509-2315 or e-mail stephen.zurek@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 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.

- **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 William Arnold, Associate Superintendent of Schools at bill.arnold@seccsda.org.

LAGUNA NIGUEL JR. ACADEMY

- **9th and 10th Grade Math and Science Teacher Full-time** Laguna Niguel Jr. Academy (LNJA) is looking for a 9th and 10th grade Math and Science teacher with Jr. Academy endorsements. LNJA is a 5 teacher school located just a few miles from beautiful Laguna Beach. The position will include some team teaching in the upper grades as well as 9th and 10th grades. Depending on qualifications, skills, and interest, the candidate could be considered for a teaching principal position. LNJA currently enrolls approximately 60 students in a new building which accommodates a Science lab. Laguna Niguel Jr. Academy enjoys outstanding support from its church community in Laguna. If interested, send resume and letter of introduction with references to Bill Arnold, Associate Superintendent 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.

MESA GRANDE ACADEMY

- **7TH & 8TH Grade Teacher – Math / Science / Bible focus. Full-time.** Mesa Grande Academy is seeking a teacher whose core focus would be in mathematics (including Pre-Algebra) and sciences for grade levels 7th and 8th. Other classes taught could include Bible and/or History. Candidates must be willing to develop a project-oriented hands-on science program and have a structured teaching approach to mathematics. We have one class at each grade level. 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 at (909) 795-1112, Ext. 222, (909) 855-5193 (cell) or email Alfred.riddle@mgak-12.org.

OCEANSIDE ADVENTIST ACADEMY

- **Elementary School Teacher. Full-time.** Oceanside Adventist Elementary is a vibrant, eight-teacher school that delights in a mission spirit and a family atmosphere. The school currently has 142 students enrolled in Kindergarten through eighth grade, and enrollment looks good for next year. There is nothing better than being part of our little community in beautiful North County San Diego. Oceanside is a beach community with a unique and positive vibe. Applicants interested in this position may have a preference for 1st, 2nd, 3rd, or 5th grade and will be placed in the position that best fits within the current teacher groupings. Our teaching staff is flexible and would move to accommodate the right candidate. He or she must love Jesus and be willing to be part of the OAE school community. We are looking for a teacher who is dedicated to Adventist education, is creative, has excellent classroom management skills, can teach kids to communicate, and who exhibits positive leadership qualities. Please contact Michael Armstrong to discuss the job opening further.

  Experience: Minimum B.S. degree and current NAD Elementary certification. If interested in being considered, please e-mail your philosophy of teaching and your resume to Michael Armstrong, Oceanside Adventist Elementary principal, at principal@myoae.com

ORANGEWOOD ACADEMY

- **PK-12 Principal. Full-time.** Orangewood Academy (OA) is seeking a PK-12 Principal beginning July 1, 2019. OA is located in Orange County and is supported by 18 constituent churches and serves a diverse student population. The ideal candidate will have administrative experience and demonstrate strong spiritual leadership, exhibit effective communication skills, provide an atmosphere of teamwork and collaboration, and implement a vision for the school.
  EXPERIENCE: Qualifications for the position: 1. Current NAD Administrator Certificate and Teaching Certificate. 2. Spiritual leader. 3. Effective communication skills. 4. Implement a school vision. 5. Exhibit collaboration skills. 6.

Experience with diverse populations. 7. Team builder. 8. Competent problem solving skills. Must be able to work in the United States at the time of application. Contact: Stephen Zurek (951) 509-2315 Stephen.zurek@seccsda.org

- **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

- **Vice-Principal. Full-time, 12-month position.** Redlands Adventist Academy is seeking a credentialed administrator who has an ability to work collaboratively with a team of educators. Responsibilities include working with the day to day aspects of an elementary campus, supporting teachers in the implementation of curriculum, and performing other TK-12 administrative tasks as assigned by the principal. If interested, submit resume to Iveth Valenzuela, Principal at ivalenzuela@redlandsacademy.org

- **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

- **Junior High Science and Math Teacher. Full-time.** Seeking credentialed teacher for the 2019-2020 school year to teach Junior High Science and Math, as well as high school Anatomy and Physiology. 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 Iveth Valenzuela, Principal at ivalenuela@redlandsacademy.org

- **2nd Grade Teacher. Full-time.** Redlands Adventist Academy is seeking a credentialed teacher to teach 2nd grade. Seeking an individual who has a passion for working with young children, is committed to academic excellence and has strong interpersonal skills. If interested please submit resume to Iveth 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