JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

February 3, 2021

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

SECC – AUDITING DEPARTMENT

- **Staff Conference Auditor. Full-time.** Seeking qualified candidate to perform audits of churches and schools within Southeastern California Conference. B.S. degree in Accounting or Finance and 2+ years auditing experience required. MBA in accounting/finance or CPA is preferred. Successful candidate will have the ability to function well in a team environment and be able to relate well with diverse groups. To receive a job description email Abby Chuquimia, HR Assistant or contact (951) 509-2351 and to submit a resume and an employment application e-mail abby.chuquimia@seccsda.org

CHURCHES

YUCAIPA SDA CHURCH

- **Bible Worker Coordinator. Part-time. 19 hrs/wk.** Looking for a person who has a passion for ministry to assist Pastoral staff in engaging and training church members in outreach, soul-winning and nurture. Will assist pastoral staff in training church members to follow up Bible study leads, generating new leads, outreach, nurture new members and support church and personal spiritual growth. Experience and prior training is required. For more information and a job description, please contact Richard Parker at rparker@sdamedia.com.

SCHOOLS
(2021-2022 School Year)

AZURE HILLS CHILDRENS CENTER

- **Preschool Teacher's Assistant. Part-time 15-18 hrs/wk.** Seeking an energetic candidate with a love of children ages 2-5. No experience necessary. Please email resume to azurehillschildrenscenter@yahoo.com.

CALEXICO MISSION SCHOOL

- **High School Science Teacher. Full-time.** Calexico Mission School is the longest running school in the NAD 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 classes are small and 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, contact Oscar Olivarría, principal at (760) 357-3711 Ext. 204 or by e-mailing principal@calexicomissionschool.org

  Required qualifications: Applicants must be able to teach courses in Biology, Chemistry, and 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 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.

DESERT ADVENTIST SCHOOL

- **Lower Grade Teacher. Full-time.** Desert Adventist School is looking for a K-4 multi-grade classroom teacher for the 2021-2022 school year. The school is located on the grounds and attached to the Desert Oasis SDA Church in beautiful Palm Desert. Candidates should be denominationally certified. Desert Adventist School is seeking someone who is not only dedicated and passionate about teaching, but also shares a love and care for children. Please send resume to Bill Arnold, Associate Superintendent at bill.arnold@seccsda.org.

LOMA LINDA ACADEMY

- **Flexible Schedule Positions. Part-time.** Loma Linda Academy Elementary is seeking candidates with flexible schedules and who are willing to fill in for any of our teachers's aides, office assistants, and recess supervisors. This would be on an on-call basis. Please send resumes to rtrautwein@lla.org and ckoh@lla.org.

- **High School Principal. Full-time/Exempt**. Loma Linda Academy is looking for an experienced administrator to lead out in the High School program at LLA for the 2021-2022 school year. Responsibilities include the supervision of a staff of about 25 teachers and the education of over 400 students. The HS 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, and faculty at times, and support staff. Please direct questions and applications to Doug Herrmann, Head of Schools, at dherrmann@lla.org.

MESA GRANDE ACADEMY

- **Maintenance Worker. Part-time or Full-time.** Mesa Grande Academy has an opening for a Maintenance worker. This person needs to be able to work with a variety of maintenance issues on campus including: Plumbing (toilets, urinals, drinking fountains, faucet) repairs, Some electrical repairs, Moving classroom furniture around and storing items, Sprinkler and pipe repairs, Fence maintenance, Door maintenance, Painting, Wood and cabinet repairs, Minor cement repairs.

  This position has potential to be either full-time or part-time. No license is required and the candidate do not need to be a master in the areas of maintenance. However, you do have to have the ability to learn skills quickly. If you are interested in additional specifics, please contact Alfred Riddle at (909) 855-5193 or e-mail alfred.riddle@mgak-12.org

- **Morning Day Care Supervisor/Teacher's Aide. Hourly, Non-benefit eligible.** We are actively looking for a part-time flexible person to cover Morning Day Care Supervision and Recess Supervision, with Teacher's Aide duties as follows:

  Prior to School (M-F, 6:45 am – 8:00 am). Supervise and monitor K-6 student interaction during structured and unstructured play time for students dropped off prior to start of the school day.

  During School Day (M-F, 8:00 am – 10:15 am). Provide Teacher's Aide assistance to varied teachers and supervise morning recesses.

  Qualifications Needed for this Position: Sincerely enjoys working with students from grades K-6. Will provide structured and non-structured activities for students. Observant personality and safety-minded. Enjoys interacting with parents. A patient person. Understands appropriate discipline processes and is comfortable administering them. Punctual. Enjoys learning. Must be a Seventh-day Adventist. (SECC Requirement). **If you are interested in this position, please contact Alfred Riddle, Principal at (909) 855-5193 or e-mail alfred.riddle@mgak-12.org**

- **Afternoon Day Care Supervisor. Hourly, Non-benefit eligible.** We are actively looking for an Afternoon Day Care Supervisor to do the following:

  After School (M-T, 1:30 pm to 6:00 pm). Check students in and out for safety, legal and charging purposes.

  During Play Time Supervise and monitor student interaction during structured and unstructured play time. Ensure safe and proper student interactions by all students.

  Qualifications Needed for this Position: Sincerely enjoys working with students from grades K-6. Will provide structured and non-structured activities for students. Observant personality and safety-minded. Enjoys interacting with parents. A patient person. Understands appropriate discipline processes and is comfortable administering them. Punctual. Must be a Seventh-day Adventist. (SECC Requirement). **If you are interested in this position, please contact Alfred Riddle, Principal at (909) 855-5193 or e-mail alfred.riddle@mgak-12.org**

ORANGEWOOD ACADEMY

- **Maintenance Supervisor. Full-time.** Seeking a qualified candidate with prior experience for maintenance/building supervisor. Self-starter with prior general knowledge of electrical, plumbing and construction highly desired. Prior knowledge of tractor and mowing equipment is desirable. Experience working with vendors or company representatives; ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Flexible schedule is required due to weekend emergencies and occasional extended hours. If you are interested in this position, please send your resume detailing your experience to winstonmorgan@orangewoodacademy.com.

ORANGEWOOD ACADEMY –
SUNRISE CHRISTIAN PRESCHOOL (On Campus of Orangewood Academy)

- **Preschool Teacher or Teacher's Aide. Part-time.** Position available for a Preschool Teacher or a Teacher's Aide on the campus of Orangewood Academy in Garden Grove. Part-time position 25-28 hrs. a week. For information, please contact Director Audry Railey at (714) 534-4694, Ext. 107 or email at arailey@orangewoodacademy.com

- **Teaching ECE Director. Full-time.** Sunrise Christian Preschool, located on the campus of Orangewood Academy, is seeking a full time Early Childhood Center Teaching/Director. Sunrise Christian Preschool is licensed for 45 full-time students ages 2 to 5. The director is responsible for the overall operation of the center which includes finances/budget, supervision of staff, compliance with conference and state regulations, and teaching. The director will work in collaboration with the staff to provide students with a loving and caring environment with appropriate Christ-centered curriculum, creative and engaging learning activities/experiences, and provide a warm and gracious public relations experience for parents and the community.

  The preschool director must be a Seventh-day Adventist Christian in good standing; a bachelors degree is required preferably in Early Childhood but at least have a minimum 24 semester units or 36 equivalent quarter units early childhood education that include administration and adult supervision; have a CA State ECE Directors Permit, and at least four years of teaching in a licensed child care center. For a full job description or more information, contact Datha Tickner, Associate Superintendent of Education at Datha.Tickner@seccsda.org. Send resume, reference and cover letter to the same contact by March 31, 2021.

SUBSTITUTE TEACHERS

Substitutes open hire months will be January, June and September only. Paperwork may be submitted at other times, but will only be finalized during January, June and September. **(September is a new hire month; October will no longer be a hire month).** 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