

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

February 22, 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

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 or for more information, please contact Human Resources Department at (951) 509-2352.

HUMAN RESOURCES DEPARTMENT

- **Human Resources Generalist. Full-time. Non-Exempt.** This position will work under the direction of the HR director in the areas of local church and summer ministry employment processing. This position will be involved with employee training and work with conference policies and State & Federal wage and hour laws. Applicant must be detail oriented, work well in a team environment, and have the ability to maintain strict confidences. Bachelor's degree (BA/BS) or equivalent and three years related experience and/or training in Human Resources is desired. For more information contact the Human Resources Department at (951) 509-2352 or anais.guth@seccsda.org.

OFFICE OF THE TREASURER

- **In-house Legal Counsel and Director of Property Services. Full-time.** This position provides legal services as general counsel to Southeastern California Conference, as well as oversees the real property transfers for the Conference. This position will need to possess the ability to work with a variety of individuals around the Conference and be able to work with all the office administrators. We are looking for someone who has an active license with the California State Bar and has experience working on various property acquisitions and dispositions, including setting up and maintaining real property files for all property owned by Southeastern California Conference. Applicants must possess good people skills and have the ability to maintain confidentiality. 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) 509-2352.

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 azurehillsschoolscenter@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

- **Elementary Chaplain. Full-time.** Loma Linda Academy Elementary is looking for a full-time elementary chaplain who loves Jesus and loves connecting with TK to 6th grade students and leading them into a closer walk with Jesus. Responsibilities include pastoral counseling of elementary students, weekly Bible studies with various classes of students, weekly devotions with kindergarten and pre-K students, planning weekly chapels/assemblies, biennial Weeks of Prayers, facilitating student clubs (for example, drama clubs for chapel and social skill-building clubs), working with high school ministry directors to mentor elementary students, providing spiritual care to faculty and staff, and working as a connection between local churches and LLA. Please submit cover letter, resume, and copy of completed SECC Employment Application to Ronald Trautwein, Elementary Principal at rtrautwein@lla.org.
- **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

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.

REDLANDS ADVENTIST ACADEMY

- **Science Teacher. Full-time.** is seeking a Science teacher, committed to utilizing biblical principles for teaching impressionable minds. The ideal candidate will be well-versed in the best practices of teaching high school Science (all grades). Our ideal Science teacher will also possess resiliency essential to teaching during this Pandemic-influenced time; accepting a variety of duties (as assigned by administration) and a class sponsorship role, in addition to teaching *Chemistry, Organic Chemistry, Biology, and Earth Science*.

RAA serves a diverse student population, with quality education at the center of our mission. The school is located 4 miles from Loma Linda University Medical Center. The successful candidate for this position will enjoy working with an experienced team of teachers who are committed to sharing “*Christ in all aspects of education. . .building thinkers who create positive change, and empowering students for lifelong success.*”

Experience: Candidates must be committed to the mission of Adventist Education and relish the challenge of blending Biblical principles with science. Candidates must have a current teaching certificate in secondary science and be knowledgeable in teaching all high school sciences. The candidate must be in good regular standing with the *Seventh-day Adventist Church* and must be eligible to work in the United States at the time of application. Please send a resume (including 4 references with email addresses and phone numbers), philosophy of education, and a copy of your current NAD teaching certificate with proper endorsements to Larry Rich principal@redlandsacademy.org (909) 793-793-1000, Ext. 131.

SUBSTITUTES 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 BROOKE WHEN POSITIONS ARE FILLED

(951) 509-2351

brooke.hess@seccsda.org