JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

March 30, 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 based on 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.

CHURCHES

ARLINGTON SDA CHURCH

- **Church Treasurer. Part-time. 10 hrs/wk.** The Arlington SDA Church is accepting applications for Church Treasurer. This is a Part Time position of 10 hours per week. Duties include depositing offerings weekly, paying bills, and preparing Treasurer's report for Church Board each month. Please call 951-688-6630 or 760-509-5765 for additional information.

LAGUNA NIGUEL SDA CHURCH

- **Literature & Bible Worker. Part-time. A 12-month position, renewable, based on performance**. Looking for a person who is self-motivated with good organization, presentation, and time management skills; a faithful Seventh-day Adventist who loves Jesus and can show others the love of God. This friendly and enthusiastic candidate must have good knowledge of the Bible and the fundamental beliefs and teachings of the SDA Church. Must also can get around independently. Must be able to attend the church to develop relationships with members to train and engage them in Bible studies while inviting interests to church and engaging visitors and non-members in learning about Jesus with the goal of winning them to Christ. Former experience as a Bible Worker or Literature Evangelist is a plus. To get a job overview, contact Brooke Hess at Brooke.Hess@seccsda.org. For more information, contact the Laguna Niguel Church office at (949) 495-0311.

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 are 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.

CHILDRENS DISCOVERY CENTER

- **Preschool Teacher. Part-time.** Children's Discovery Center is looking for a Part-time Teacher. Completed coursework in Early Childhood Education is required. The teacher position will be working Monday through Friday with ages 2 to 5 years. For more information, please contact Laura Parker, Director at (951) 781-3621 or cdc0178@gmail.com.

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 Steve Zurek, Associate Superintendent at stephen.zurek@seccsda.org.

ESCONDIDO ADVENTIST SCHOOL

- **Athletic Director/Physical Education/Health. Full Time.** Escondido Adventist Academy is seeking a full-time High School and Middle School Athletic Director that will teach physical education (K-12) and health. Ideal candidates will be organized, dedicated, and passionate about teaching life lessons through activity and sport. We are seeking an individual with experience in the area of athletic administration and coaching, as well as teaching in the area of physical education and health. SDA teaching credentials and/or California clear credentials at the secondary level are required. Escondido Adventist Academy is a loving and supportive school community, which serves a diverse population in the North San Diego County area. Interested applicants should submit an SECC Employment Application, resume, and references to Bill Davis, K-12 Principal, at bdavis@eaaschool.org.

- **Spanish I-II/ESL Teacher. Part-time.** Escondido Adventist School is seeking a part-time High School Spanish/ESL teacher or the 2021-2022 school year. Ideal candidates will have the ability to teach Spanish I and II, as well as ESL to our international student population. Candidates must have a passion to connect with young people, and a heart to serve. SDA Teaching credentials and/or California clear credentials at the secondary level are required. Escondido Adventist Academy is a loving and supportive school community, which serves a diverse population in the North San Diego County area. Interested applicants should submit an SECC Employment Application, resume, and references to Bill Davis, K-12 Principal, at bdavis@eaaschool.org.

LA SIERRA ACADEMY CHILDREN'S CENTER

- **ECE Director. Full Time.** La Sierra Academy Children's Center is a new start-up preschool that will be located on the campus of La Sierra Academy, just down the street from La Sierra University and the Southeastern California Conference office. LSACC will be licensed for up to 80 FTE students ages 2-5 and plans to open in August of 2021. This new preschool is seeking a full time Early Childhood Center Director who will be 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 director's contract would begin July 1, 2021.

  The preschool director must be: a Seventh-day Adventist Christian in good standing; have a bachelor's degree (required) preferably in Early Childhood, with at least a minimum of 24 semester units or 36 equivalent quarter units early childhood education that include administration and adult supervision; have a CA State ECE Directors or Site Supervisor Permit; and have at least four years of teaching in a licensed child care center. For a full job description and more information, contact Datha Tickner, Associate Superintendent of Education at Datha.Tickner@seccsda.org. Send resume, reference contact information and cover letter to the same contact by May 7, 2021.

LOMA LINDA ACADEMY

Elementary:

- **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 teacher'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.

- **K-6th Grade Teachers (Various Grade Levels). Full-time.** LLA is searching for elementary teachers who loves Jesus Christ and love working with elementary students--nurturing them physically, academically, spiritually, and socially. Candidates should be great team players who enjoy collaborating with a team of professional educators. A Bachelor's Degree, SDA Teaching Credential, and active membership at an SDA church are required. Teaching experience is preferred. Please send resumes and completed SECC employment applications to Ronald Trautwein at rtrautwein@lla.org.

Junior High:

- **Junior High Math/Science Teacher. Full-time.** Seeking a Math/Science teacher who is committed to delivering rigorous and engaging instruction, while also creating an environment where students feel supported and valued. In addition to excellent teaching skills, the ideal candidate will have experience teaching in a collaborative environment with a strong desire to be innovative in instruction and demonstrate a commitment to contributing and participating in a thriving and active campus life. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in Math/Science. If interested, submit letter of interest, resume, and copy of completed SECC Employment Application to Toakase Vunileva, Junior High School Principal, at tvunileva@lla.org.

High School:

- **High School History Teacher. Full-time.** Seeking a History teacher who is committed to delivering rigorous and engaging instruction, while also creating an environment where students feel supported and valued. In addition to excellent teaching skills, the ideal candidate will have experience teaching Advanced Placement courses and demonstrate a commitment to contributing and participating in a thriving and active campus life. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in History. If interested, submit letter of interest, resume, and copy of completed SECC Employment Application to Iveth Valenzuela, High School Principal, at ivalenzuela@lla.org

- **High School Math Teacher. Full-time.** Seeking a Math teacher who is committed to delivering rigorous and engaging instruction, while also creating an environment where students feel supported and valued. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in Math. If interested, submit letter of interest, resume, and copy of completed SECC Employment Application to Iveth Valenzuela, High School Principal, at ivalenzuela@lla.org

- **High School Vice-Principal. Full-time.** Seeking a collaborative leader who is detail oriented and has a passion for working with young people. The vice-principal supports the high school administrative team in creating a safe and supportive environment for all students, helping with the implementation of curriculum, and supporting staff with a variety of initiatives and day-to-day needs. Primary responsibilities include student discipline, along with overseeing various aspects of student life. The ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life. Applicants must have at least a bachelor's degree, and NAD Teacher and Administrator Certification. If interested, submit letter of interest, resume, and copy of completed SECC Employment Application to Iveth Valenzuela, High School Principal, at ivalenzuela@lla.org.

MESA GRANDE ACADEMY

- **Curriculum Coach / Administrative Duties. Full-time.** Mesa Grande Academy is seeking candidates to apply for our Curriculum Coach / AVID Coordinator position. This position is combined with additional administrative and/or teaching duties (depending on skills and aptitude of applicant) for a full-time administrative position. Candidates must have SDA teaching credentials and/or California clear credentials at the high school or elementary level, or administrative 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 x222, (909) 855-5193 (cell) or email alfred.riddle@mgak-12.org.

- **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 does 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

- **Spanish I-III Instructor / History Instructor. Full-time.** Mesa Grande Academy is seeking candidates to apply for our Spanish Teaching position. Candidates for this position would need the requisite ability to teach Spanish I, Spanish II, and Spanish III. In addition, this candidate would need to be able to teach history related classes such as Geography, and potentially other history classes. Ability to teach a basic mathematics course would also be welcomed. Candidates must have SDA teaching credentials and/or California clear credentials at the high school. 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 x222, (909) 855-5193 (cell) or email alfred.riddle@mgak-12.org.

ORANGEWOOD 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-months, with benefits including medical and retirement. Our school uses the 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**.** 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 been involved 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 three current references, including current principal or superintendent, if applicable. Interested individuals should e-mail their resume and application to Winston Morgan at principal@orangwoodacademy.com

- **High School Bible Teacher / Chaplain. Full-time.** Seeking a credentialed teacher with a degree in Religion to teach Bible and serve as chaplain for Orangewood Academy. Experience desired. Must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills, a personal lifestyle in keeping with SDA principles and a desire to work with teenagers. For more details on this position, please send the employment application and resume to winstonmorgan@orangewoodacademy.com**.**

- **High School Math Teacher. Part-time.** Seeking a credentialed teacher with a degree in Math to teach Advanced Math, Pre-Calculus and AP Calculus, Algebra 2. Experience desired. Must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills, a personal lifestyle in keeping with SDA principles and a desire to work with teenagers. For more details on this position, please send the employment application and resume to winstonmorgan@orangewoodacademy.com**.**

- **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

REDLANDS ADVENTIST ACADEMY

- **Kindergarten Teacher.** *Redlands Adventist Academy* is seeking a Kindergarten teacher who is loving, nurturing and passionate about teaching impressionable minds the love of Jesus. The ideal candidate will be well-versed in best practices of project-based curriculum utilizing a variety of instructional strategies to engage students. Our ideal Kindergarten teacher will also possess resiliency essential to teaching during this Pandemic-influenced time; accepting a variety of duties assigned by the administration.

  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 throughout the curriculum. Candidates must have a current teaching certificate and possess good classroom management skills. 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.

- **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.

SAN DIEGO ACADEMY

- **History/PE/Athletic Director.** Seeking a teacher who will design engaging curriculum and create an encouraging, safe environment for student participation. Responsibilities include teaching three history classes, PE, and directing high school and junior high sports programs. Must have a current history credential and experience in athletics. To submit a resume or for more information, please contact Nic Lindquist at principal@sdacademy.com.

- **Religion Teacher/Chaplain.** San Diego Academy seeks a credentialed high school Religion teacher and campus chaplain who has a genuine love for Christ and seeing others grow in His love. This position involves teaching high school religion, giving Bible studies, mentoring students, planning Chapel programs and weeks of prayer, and organizing community service activities. Applicants should have a history of connecting youth with Christ in meaningful ways. To submit a resume or for more information, please contact Nic Lindquist at principal@sdacademy.com.

Valley Adventist Christian School (VACS)

- **Teaching Principal. Full-Time.** Valley Adventist Christian School (VACS) is looking for a teaching principal who will teach the upper elementary grades for the 2021-2022 school year. The ideal candidate should be denominationally certified who exhibits leadership qualities to lead an ethnic student population. Ideal candidates will have demonstrated excellence as a teacher and a knowledge of the financial management of a school. Candidates need to feel comfortable sharing their faith with students and parents. Please send application along with a resume to Stephen.Zurek@seccsda.org.

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

NOTIFY BROOKE WHEN POSITIONS ARE FILLED:

(951) 509-2353

brooke.hess@seccsda.org