

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

April 27, 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.

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 at anais.guth@seccsda.org.

CHURCHES

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

- **English Teacher. Full-time.** Calexico Mission School is seeking a qualified educator to teach secondary English I, II, III, and IV as well as Language Arts for grades 7 & 8. The ideal candidate will have the ability to relate to both middle school and high school students, possess a high level of energy and creativity, and be committed to establishing an academic culture that fosters critical thinking and hard work while inspiring 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 Olivarría, principal at (760) 357-3711 Ext. 204 or by e-mailing principal@calexicomissionschool.org
- **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.

- **P.E. Teacher. 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. 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. This position also requires that the candidate teaches middle school Bible. So, proper endorsement would be ideal. If you are a passionate educator with a missionary mindset looking to make a long-lasting impact on students, please contact Oscar Olivarría, principal at (760) 357-3711 Ext. 204 or by e-mailing principal@calexicomissionschool.org

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.

EL CAJON SDA CHRISTIAN SCHOOL

- **Teaching Principal. Multi-grade 5-8. Full-time.** El Cajon SDA Christian School currently operates with two teachers, one aide and one office staff. The facility includes 4 large classrooms, a large play area and is located in El Cajon, California set on separate property adjacent to the El Cajon SDA Church. The school is seeking an applicant who loves Jesus and places a high priority on providing students with a well-balanced educational experience. Multi-grade teaching experience is a plus. Creativity in integrating strong academics, physical activity, and service to others is valued. Good rapport and the ability to communicate well with school staff, students, parents, and church members should be a high priority. The candidates must find joy in working with children, be creative in engaging instruction, display a willingness to meet individual student learning needs and be willing to actively participate in curriculum in-services. The Teaching Principal will serve as the chief educational leader/administrator/teacher of the school. In addition to teaching, the position responsibilities include being responsible for technical and financial leadership, nurturing a positive work environment, effective communication with the community, and monitor the school's curriculum.

Experience/Requirements: Minimum of BA/BS degree, current NAD Elementary certification, a member of the SDA church, and must have the legal right to work in the United States. If interested in being considered, please send a copy of your current NAD certificate, your philosophy of teaching, a letter of interest, your resume - including at least three references with e-mail addresses and phone numbers, to Datha Tickner, Assoc. Supt. by May 1, 2021 to Datha.Tickner@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 for 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.

HEMET ADVENTIST CHRISTIAN SCHOOL

- **Teaching Principal for Grades 1-8. Full Time.** Hemet Adventist Christian School announces an opening for Grades 1-8 Teaching Principal for the 2021-22 school year. HACS is located in Hemet and is reopening this coming year, expecting about 15 students in grades 1-8. An aide/secretary will be hired to work about 28 hours per week (depending on enrollment) to assist the teaching principal. It is supported by three constituent churches in the Hemet area. The ideal teaching principal candidate would be one who has taught successfully at the elementary level for several years and has organization and leadership skills and a strong spiritual presence. Candidates should possess a valid Standard or Professional SDA teacher's certificate. The teaching principal would be expected to make one of the three constituent churches his/her church home. The position is a 12-month position, beginning July 1. Resumes and inquiries may be directed to Rob Smith, Associate Superintendent of Schools, Robert.Smith@seccsda.org; 951-509-2310; fax: 951-509-2392.

LAGUNA NIGUEL JUNIOR ACADEMY

- **Teaching Principal. Full Time.** Laguna Niguel Jr. Academy has been providing quality Christian education to South Orange County, California since 1984. Located just a few miles from the Pacific Ocean, LNJA operates in a newer school building completed in 2009 as well as a newly renovated playground area (completed in 2020). Laguna Niguel Junior Academy (LNJA) currently operates with 3 teachers, one who is also the principal, and is supported by 2 constituent churches.

LNJA is seeking teaching principal who to teach a classroom of 12-15 students covering 3 grades. Applicant should place a high priority on providing students with a well-balanced educational experience. Multi-grade experience a plus. The candidates must be creative and provide engaging instruction, nurture the spiritual atmosphere on campus, and have good rapport and the ability to communicate well with school staff, students, parents. The Teaching Principal will serve as the chief educational administrator of the school. In addition to teaching, the position responsibilities include being responsible for technical and financial leadership, nurturing a positive work environment, effective communication with the community, and monitor the school's curriculum.

Experience/Requirements: Minimum of BA/BS degree, current NAD Elementary certification, a member of the SDA church, and must have the legal right to work in the United States. Experience or credential in administration not required but desired. If interested in being considered, please send a copy of your current NAD certificate, your philosophy of teaching, a letter of interest, your resume - including at least three references with e-mail addresses and phone numbers, to Datha Tickner, Assoc. Supt. by May 3, 2021 to Datha.Tickner@seccsda.org

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.

Junior High:

- **Junior High 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 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 History. Applicants who can also teach STEM related classes, Spanish or PE will be considered first. 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.
- **Junior High Physical Education Teacher. Full-time.** Seeking a PE 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 teaching 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 Physical Education. Applicants who can also teach STEM related classes, Spanish or History will be considered first. If interested, submit letter of interest, resume, and copy of completed SECC Employment Application to Toakase Vunileva, Junior High School Principal, at tunileva@lla.org.

Health Office:

- **Registered Nurse. On-Call.** Loma Linda Academy is seeking on-call Registered Nurse applicants for the TK-12 campus that able to cover shifts for our school nurse(s) when they are on leave. Applicants must hold valid California State Registered Nursing License. Orientation to the LLA Health Office and procedures will be necessary. This would be on an on-call basis. Please send resumes and completed SECC employment applications to Ronald Trautwein at rtrautwein@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 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
- **7th-12th Grade Teacher – English Language Arts (Writing/Reading). Full Time.** Mesa Grande Academy is seeking an English Language Arts teacher who is able to teach language arts at varied academic levels from grades 7 through 12th grade, beginning with the 2021-2022 school year. This teacher would be teaching complimentary courses with another-12th grade Language Arts teacher to offer our students exposure to a variety of teaching styles and approaches at various grade levels. Additionally, this progressive arrangement would provide our students with greater access to advance level language arts courses at the high school level.

As an example, the two coordinating/collaborating Language Arts teachers might have the following class responsibilities:

English Language Arts Teacher 1	English Language Arts Teacher 2
• 7 th Gr Lang Arts – Reading focus	• 7 th Gr Lang Arts – Writing Focus
• 8 th Gr Lang Arts – Writing focus	• 8 th Gr Lang Arts – Reading Focus
• 9 th Gr English	• 10 th Gr English
• 11 th Gr English	• 12 Gr English
• Advance English/AP Class	• Digital Journalism

Candidates must have SDA teaching credentials and/or California clear credentials at the high school level. 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.

- **Spanish I-III Instructor (part-time) or Spanish / 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 (this would be a part-time position). The addition of history-related classes would bring this position to full-time status. The candidate would need to be able to teach history related classes such as Geography, and junior high 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 level. 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

- **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@orangedwoodacademy.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@orangedwoodacademy.com.

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

- **Preschool Teacher or Teacher's Aide. Part-time.** Position available for a Preschool Teacher or a Teacher's Aide on the campus of Orangedwood 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@orangedwoodacademy.com

REDLANDS ADVENTIST ACADEMY

- **Junior High Science / Math Teacher.** *Redlands Adventist Academy* is seeking a JH Science & Math teacher, committed to utilizing Biblical principles for teaching impressionable minds. The ideal candidate will be well versed in the best practices of teaching junior high students. 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.

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.

- **K-12 Physical Education / Health Teacher. Full Time.** *Redlands Adventist Academy* is seeking a (K-12) Physical Education/Health Teacher. The ideal candidate will be well-versed in the best practices of teaching physical education to high school and junior high students. Candidates should be well organized, dedicated, and passionate about teaching life lessons through activity and sport. Attributes of an ideal candidate are flexible, adaptable, and responsible in this fluid learning environment of 2021. Candidates should 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.

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 Christlike characteristics on and off the field/court. SDA teaching credentials and/or California clear credentials in Physical Education at the secondary level are required. 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 lrich@redlandsacademy.org (909) 793-793-1000 ext. 131.

SAN ANTONIO CHRISTIAN SCHOOL

- **Teaching Principal. Full-time.** San Antonio Christian School is located in Ontario, California at the foot of Mount San Antonio, locally referred to as Mount Baldy. The sprawling campus boasts over 70 trees with shade covering spacious lawns, 8 classrooms and a chapel. San Antonio Christian School (SACS) currently operates with 4 teachers, and 5 staff that cover the office, aide, after school daycare and maintenance positions. The school is supported by 18 constituent churches.

SACS is seeking teaching principal who will fill the TK-K teaching role as well as the school administrator. Applicant should place a high priority on providing students with a well-balanced educational experience. Sharing Jesus with students, creativity in integrating strong academics, physical activity, and service to others is valued. Good rapport and the ability to communicate well with school staff, students, parents, and church members should be a high priority. The candidates must find joy in working with children, be creative in engaging instruction, display a willingness to meet individual student learning needs and be willing to actively participate in curriculum in-services. The Teaching Principal will serve as the chief educational leader/administrator/teacher of the school. In addition to teaching, the position responsibilities include being responsible for technical and financial leadership, nurturing a positive work environment, effective communication with the community, and monitor the school's curriculum.

Experience/Requirements: Minimum of BA/BS degree, current NAD Elementary certification, a member of the SDA church, and must have the legal right to work in the United States. Experience or credential in administration desired. If interested in being considered, please send a copy of your current NAD certificate, your philosophy of teaching, a letter of interest, your resume - including at least three references with e-mail addresses and phone numbers to Datha Tickner, Associate Superintendent by May 3, 2021 to Datha.Tickner@seccsda.org

SAN DIEGO ACADEMY

- **Principal. Full-time.** San Diego Academy (SDA) is seeking a qualified leader to principal a K-12 school in beautiful, San Diego, California. Located just a few miles from the ocean, SDA is a diverse, welcoming and loving community of families from across San Diego county that has been educating young people since 1899. Qualified candidates will serve 15 faculty, 250 students and several part-time staff. Important attributes should include the ability to relate well and community effectively with students, parents, and faculty, the ability to supervise instruction, have a proven record in organization and fiscal management, and have experience in some marketing. In addition, the candidate should be an innovative instructional leader, nurture a safe environment of respect, and have a passion for leading students to Jesus.

The ideal candidate must have successful administrative experience with both elementary and secondary grades, hold a current NAD Administrator Certificate (or willing to obtain), handle discipline effectively, have knowledge of WACS/AAA accreditation process, have understanding of secondary curriculum/college preparation, be a good motivator, lead in a vision for the school, and be adept at developing good rapport with peers, parents and other stakeholders. Candidate must be able to work in the United States at the time of application. Please send cover letter, resume and reference contact information to SECC Associate Superintendent, Datha Tickner at Datha.Tickner@seccsda.org no later than April 22, 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

NOTIFY BROOKE WHEN POSITIONS ARE FILLED:

(951) 509-2353

brooke.hess@seccsda.org