

# JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

May 8, 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

### AUDITING DEPARTMENT

- **Auditor. Full-time.** Seeking a qualified candidate to perform audits of churches and schools within Southeastern California Conference. BS degree in Accounting or Finance and 2 plus 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. For more information, please contact the Human Resources Department at (951) 509-2352.

## 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](mailto: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-time.** 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](mailto: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, 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](mailto:alfred.riddel@mgak-12.org)

## SCHOOLS (2019-2020 School Year)

### CALEXICO MISSION SCHOOL

- **7<sup>th</sup> & 8<sup>th</sup> Grade: Math & Science Teacher. Full-time.** Calexico Mission School is a unique K-12 SDA institution located on the U.S./ Mexico border serving a predominantly non-SDA community. This provides a wonderful opportunity to introduce the picture of a loving and caring God to our students. Calexico Mission School values critical thinking, hard work, and positive relationships. So, we are looking for an enthusiastic and mission minded teacher whose core focus would be in Mathematics and Science for grades levels 7<sup>th</sup> and 8<sup>th</sup>. Other classes taught include Reading and Social Studies. The ideal candidate must be a committed, practicing Seventh-day Adventist who believes that Christian education is a mission and a calling. Applicants must hold or be qualified to receive an NAD multiple subject teaching certificate and be familiar with Junior High curriculum (or have the willingness to learn). Must have a legal right to work in the U.S. and be able to provide evidence of that right, if employed. For information, please contact Oscar Olivarria, Principal at (760) 357-3711 Ext. 204 or send resume to [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org)

- **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](mailto: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.\

### EL CAJON SDA CHRISTIAN SCHOOL

- **Teaching Principal. Full-time.** Seeking a credentialed elementary teacher with some administrative skills. Some administrative experience is a plus. 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 SDA Christian School 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](mailto:Datha.Tickner@seccsda.org) or (951) 509-2308 no later than April 1, 2019.

### ESCONDIDO ADVENTIST ACADEMY

- **Business Manager. Full-time.** Escondido Adventist Academy is seeking an energetic, creative, and caring Business Manager that loves Jesus and is excited about sharing Him with students at EAA and the surrounding community. The ideal candidate will have a degree in a related business area and strong skills in preparing and maintaining a school budget. The candidate must be able to work well with the principal, finance committee, and school board members, constituent churches and stakeholders of the school. The position starts July 1, 2019 and is a twelve-month salaried position. Escondido Adventist Academy is located in beautiful San Diego County and has 16 constituent churches that actively support the school. EAA has a school plant that is less than 15 years old. The candidate must be in good and regular standing with the SDA Church and must be eligible to work in the United States at the time of application. Please send resumes or inquiries to [Stephen.Zurek@seccsda.org](mailto:Stephen.Zurek@seccsda.org)
- **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](mailto:stephen.zurek@seccsda.org)

### LAGUNA NIGUEL JR. ACADEMY

- **Lower Elementary Grade Homeroom Teacher. Full-time.** Laguna Niguel Jr. Academy (LNJA) is looking for a Lower Elementary Grade homeroom teacher. This teacher will teach a K-1 combination classroom. Depending on qualifications, skills, and interest, the candidate could be considered for a teaching principal position. LNJA is a 10 grade, 5 teacher school located just a few miles from beautiful Laguna Beach. The school 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](mailto:bill.arnold@seccsda.org)

- **9<sup>th</sup> and 10<sup>th</sup> Grade Math and Science Teacher. Full-time.** Laguna Niguel Jr. Academy (LNJA) is looking for a 9<sup>th</sup> and 10<sup>th</sup> 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 9<sup>th</sup> and 10<sup>th</sup> 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](mailto:bill.arnold@seccsda.org)

## LOMA LINDA ACADEMY

- **Elementary Chaplain. Full-time.** Loma Linda Academy is looking for a full-time elementary chaplain who loves Jesus and loves connecting with kids and leading them into a closer walk with Jesus. Responsibilities include pastoral counseling of students, weekly Bible studies with various classrooms, weekly devotions with kindergarten and pre-K students, planning weekly chapels/assemblies, biennial week 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 Loma Linda Academy. Send cover letter and resume to [rtrautwein@lla.org](mailto:rtrautwein@lla.org)
- **S.T.E.M./Computer Teacher. Full-time.** Loma Linda Academy Elementary is looking for a full-time S.T.E.M./Computer teacher who loves Jesus and students and can inspire and nurture interest and skills in Science, Technology, Engineering, and Mathematics. Responsibilities include teaching each class of students on a weekly basis, planning S.T.E.M. related lessons (including coding skills, robotics, digital art, photography, etc.) as well as computer skill lessons (typing, internet safety, proficiency in common applications like Microsoft suite). This teacher should be able to manage a computer lab and feel comfortable developing an innovative program utilizing maker carts. The S.T.E.M./Computer teacher will also collaborate with classroom teachers on occasional projects as well as administering reading assessments to all students on a quarterly basis. This teacher should have or be willing to get SDA teaching credentials. Send cover letter and resume to [rtrautwein@lla.org](mailto:rtrautwein@lla.org)
- **Technology Teacher. Full-time.** Linda Academy Junior High has a full-time teaching position available, teaching grade 7 keyboarding, introduction to Microsoft Office applications, and grade 8 survey of technology, including coding, robotics, 3-D printing, photography and more. Fun stuff! Please submit your resume to Jim C. Weller, Principal for Junior High at [jweller@lla.org](mailto:jweller@lla.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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 5<sup>th</sup> 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](mailto:principal@myoae.com)

## ORANGEWOOD ACADEMY

- **PK-12 Principal. Full-time.** Orangewood Academy (OA) is seeking a PK-12 Principal beginning July 1, 2019. Orangewood Academy 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](mailto: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](mailto: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](mailto: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 - 8<sup>th</sup> 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](mailto: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.

## SAN ANTONIO CHRISTIAN SCHOOL

- Teaching Principal. Full-time.** Seeking a credentialed elementary teacher with administrative skills and experience. Located in Ontario, CA in the San Bernardino mountain foothills, just 20 miles west of Loma Linda and 60 miles east of Los Angeles. San Antonio Christian School has 4 teachers, (one being the principal) and approximately 60 students with a beautiful campus and room to grow. Candidate must demonstrate organizational abilities, leadership, relational skills and a caring demeanor. For more details, contact Datha Tickner at [Datha.Tickner@seccsda.org](mailto:Datha.Tickner@seccsda.org) or (951) 509-2308.
- Elementary Teacher. Full-time Multi-grade for Grades 4-6.** Seeking a credentialed elementary teacher for the 2019-2020 school year. Experience in multi-grade classroom desired but not required. Must demonstrate caring and creative spirit, organizational and interpersonal skills, personal lifestyle in keeping with SDA principles and a desire to work as part of a team of 4 teachers. For more details contact the Associate Superintendent of Education, Datha Tickner at (951) 509-2308 or send resume and references to [Datha.Tickner@seccsda.org](mailto:Datha.Tickner@seccsda.org)
- Elementary Teacher. Full-time Multi-grade for Grades 7-8.** Seeking a credentialed elementary teacher for the 2019-2020 school year. Experience or specialty with Jr. High students a bonus. Must demonstrate caring and creative spirit, organizational and interpersonal skills, personal lifestyle in keeping with SDA principles and a desire to work as part of a team of 4 teachers. For more details contact the Associate Superintendent of Education, Datha Tickner at (951) 509-2308 or send resume and references to [Datha.Tickner@seccsda.org](mailto:Datha.Tickner@seccsda.org)

## SAN DIEGO ACADEMY

- 2<sup>nd</sup> Grade Teacher. Full-time.** San Diego Academy is seeking a 2<sup>nd</sup> 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](mailto: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](mailto:principal@sdacademy.com)

### **VALLEY ADVENTIST CHRISTIAN SCHOOL**

- **Kindergarten Teacher. Part-time.** Seeking a credentialed teacher with a flexible schedule. 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 young children. For more details, please contact Kimberly Matthews at (951) 242-3012 and send resume to [kimberlymatthews@vacsonline.org](mailto:kimberlymatthews@vacsonline.org) Resumes due on May 1, 2019.
- **7-10<sup>th</sup> Math/Religion/Science Teacher.** Full-time. Seeking a credentialed teacher with a degree in Math and endorsements in Religion and English. 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, please contact Kimberly Matthews at (951) 242-3012 and send resume to [kimberlymatthews@vacsonline.org](mailto:kimberlymatthews@vacsonline.org) Resumes due on May 1, 2019.

## **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](mailto:kathi.christenson@seccsda.org)

**Notify Abby when positions are filled**  
**(951) 509-2351**  
[abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)