CURRENT SECC JOB OPPORTUNITIES March 24, 2025

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 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.

Churches

Employment Applications may be downloaded from Employment_Application_-_writable.pdf (seccadventist.org)

MT. RUBIDOUX SDA CHURCH

Administrative Secretary. Full-time. The Mt. Rubidoux SDA Church is seeking a highly organized and professional Administrative Secretary to provide comprehensive clerical and administrative support to the church and ministry leaders. This position involves managing daily office operations, serving as the first point of contact for members and visitors, and ensuring effective communication within the church. Key responsibilities include maintaining the church management system, drafting correspondence and reports, managing office supplies and equipment, and assisting with special events such as weddings, funerals, and baby dedications. The role also involves coordinating vendor services and handling insurance claims in conjunction with the Head Deacon and Facility Coordinator. The ideal candidate will have strong communication skills, adaptability, and experience in administrative roles, with the ability to handle multiple tasks in a dynamic environment. Proficiency in MAC operating systems and office software is required. The position offers \$21.00 to \$26.00 per hour. If you are passionate about serving in a dynamic church environment and possess strong organizational and administrative skills, please submit your application, resume and cover letter to rubikidspastor@gmail.com
Hourly Rate: \$21.00 to \$26.00 per hour

Executive Administrative Assistant. Part-time. The Mt. Rubidoux SDA Church is seeking a highly organized and proactive Executive Administrative Assistant to provide high-level support to the Executive Pastor and ensure the smooth operation of church activities and special events. Responsibilities include scheduling meetings, preparing correspondence, and maintaining confidential records. The role also involves negotiating and booking facility rental contracts, coordinating related personnel, liaising with internal departments and vendors to ensure facility readiness, and assisting with the planning and execution of events that align with the church's mission and vision. The ideal candidate will have exceptional organizational skills, the ability to multitask in a dynamic environment, strong communication skills, and a proactive problem-solving approach. If you are passionate about supporting ministry excellence and creating impactful events, please submit your application, resume and cover letter to <u>rubikidspastor@gmail.com</u> **Hourly rate:** \$21.00 per hour

Facility Staff. Part-time. The Mt. Rubidoux SDA Church is seeking a dedicated and skilled part-time staff member to ensure the maintenance, coordination, and monitoring of our church facilities for worship, education, fellowship, and outreach. Responsibilities include overseeing building and grounds maintenance; managing physical resources such as landscaping, security systems, custodial equipment, and furniture; coordinating with vendors for repairs and purchases; performing basic repairs (plumbing, electrical, carpentry, painting) and arranging for outside services as needed; maintaining inventory and records; ensuring proper setup and takedown for events; and securing the facility by locking/unlocking for services and events. The ideal candidate will have a high school diploma or equivalent (vocational or technical training preferred), 1-2 years of maintenance experience, basic computer skills, strong interpersonal and problem-solving abilities, and a valid driver's license. Physical requirements include lifting up to 50 pounds, frequent standing, walking, climbing, kneeling, and reaching. If you are interested in creating a safe and welcoming space for ministry, please submit your application, resume and cover letter to rubikidspastor@gmail.com.

Hourly rate: \$19.00 per hour

Children's Centers

For all <u>school</u> positions, please complete and send the Education Application to the contact listed in the job posting.

Education Application: Certificated Application fillable 9-17-19.pdf (seccadventist.org)

AZURE HILLS CHILDREN'S CENTER

Preschool Teacher. Part-Time. Candidates must have an understanding of child development and must be able to work cooperatively with others. Requirements include a minimum of 12 core units in Early Childhood Education and prior preschool teaching experience. A degree in ECE is highly preferred. Please send resume to <u>director@azurehillspreschool.org</u> **Remuneration**: \$16-\$25 per hour depending on years of experience

LA SIERRA ACADEMY CHILDREN'S CENTER

Preschool Teacher. Part-Time. Candidates must have an understanding of child development and must be able to work cooperatively with others. Requirements include a minimum of 12 core units in Early Childhood Education. Prior preschool teaching experience, an AA or BA in ECE is highly preferred. Please send resume to <u>glopez@lsak12.com</u>. **Remuneration**: \$16-\$25 per hour depending on years of experience

LOMA LINDA ACADEMY CHILDREN'S CENTER

Preschool Teacher. On-Call. Loma Linda Academy Children's Center is qualified candidate who can promote children's socio-emotional development and spiritual and mental health and prepare them for school readiness. A preschool teacher must have great love and patience for children and understand the science behind the "play to learn" curriculum. The ideal teacher will be able to anticipate a child's needs and be a self-starter. Applicants must have a minimum of 12 core early childhood units. If interested, please submit letter of interest, resume, and completed SECC Employment Application to Mariana Mitroi, Children's Center Director, at mmitroi@lla.org Hourly rate: \$16.78 per hour - \$21.14 per hour

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MESA GRANDE ACADEMY CHILDREN'S CENTER

Preschool Teacher. Part-Time. Mesa Grande Academy Children's Center is looking for a part-time, fully qualified teacher who loves working with children and their families. Candidates must have an understanding of child development and must be able to work cooperatively with others. Requirements include a minimum of 12 core units in Early Childhood Education. Prior preschool teaching experience, an AA or BA in ECE is highly preferred. Please send your resume to <u>gloria.luna@mgak-12.org</u>.

Hourly rate: \$16-\$25 per hour depending on years of experience and units/degree.

EDUCATION DEPARTMENT 2024-2025 School Year

For all <u>school</u> positions, please complete and send the Education Application to the contact listed in the job posting.

Education Application: Certificated Application fillable 9-17-19.pdf (seccadventist.org)

LA SIERRA ACADEMY

Teacher's Aide/Supervision. Part-Time. La Sierra Academy is seeking candidates with flexible schedules who are willing to fill in for any of our teacher's aides, drop-off/pick-up supervision, and recess supervisors. We are looking for a team player to join our staff who shares a desire to work in our ministry with young people. Please send resumes to Mrs. Karsten at <u>vkarsten@lsak12.com</u>

Hourly rate: \$16.00 per hour

LOMA LINDA ACADEMY

Accountant. Full Time. The ideal candidate must have general knowledge and understanding of accounting procedures. Prefer 2+ years of accounting-related experience or an equivalent combination of education and training. Must have experience with Excel and Word. Main responsibilities will include billing and collections, month-end reconciliations, and data entry for the Advancement Department. For information, please contact Claudia Hernandez, Assistant Business Administrator, at (909) 796-0161 x 3351 or by email at <u>chernandez@lla.org</u>. Hourly Rate: \$25.84 per hour - \$30.54 per hour

Desktop Support Technician. Full-Time. The Loma Linda Academy IT Department is looking for a desktop support technician that can provide basic desktop support to the Academy's Windows, Mac, Chrome OS, iOS, and Android devices. The technician should be comfortable with troubleshooting devices and common IT issues in a school and office setting. Additional responsibilities include supporting audio/visual technologies, deploying and organizing technology assets, and assisting with software support. They should also be able to provide excellent customer service to all clients and users in a timely fashion. Please submit application and resume to Duane Tan at dtan@lla.org . Hourly rate: \$22.49 per hour - \$29.20 per hour

Grounds Technician. Full-time. The Loma Linda Academy Plant Services Department is looking for an experienced grounds technician. The ideal candidate will have at least 1 - 2 years of grounds experience with knowledge of use and maintenance of lawn mowers, trimmers, edgers, computerized sprinkler controllers, and small power equipment. A high school diploma is required. This person will be responsible for grounds maintenance of school facilities and grounds. For information, please contact Gerson Gutierrez, Plant Services Director, at (909) 796-0161 x 3700 or by email at ggutierrez@lla.org

Maintenance Technician. Hourly Full-time. The Loma Linda Academy Plant Services Department is looking for a maintenance technician with 1-2 years of related experience in maintenance or grounds operations. A high school diploma is required. This person will be responsible for general maintenance of school facilities and grounds. For information, please contact Gerson Gutierrez, Plant Services Director, at (909) 796-0161 x 3700 or by email at <u>ggutierrez@lla.org</u>. **Hourly rate**: \$19.80 - \$26.51 per hour

Substitute Coordinator. Part-time. Loma Linda Academy is seeking a qualified candidate to work as a team with the TK-12 faculty and staff. The substitute coordinator will be responsible for calling and scheduling substitutes for teachers and staff upon request. Responsibilities will include troubleshooting potential issues, communicating concerns as they relate to teacher/staff absences and coverage, and maintaining consistent communication with the Division Administrators. Qualities desired include strong communication skills, professional and friendly. Interested candidates, please send resume and SECC application for classified employees to Sarah Bibb, Executive Coordinator for the Head of Schools Office, at <u>sbibb@lla.org</u> Hourly rate: \$16.78 – \$20.13

System Administrator. Full-Time. The Loma Linda Academy IT Department is looking for a qualified system administrator to join their IT team. LLA is a large campus environment with over 1400 users and 1000+ workstations, consisting of two sites. It is highly recommended that the applicant has experience with administration of Microsoft Exchange, Office 365, Microsoft Active Directory and Entra ID, Windows Server, and MacOS Server. In addition, the candidate should be proficient at supporting Windows, MacOS, IOS, ChromeOS, Microsoft Office, and Adobe. Real world experience with VMware's ESXi platform is a big plus. Candidate should possess strong enterprise networking skills, preferably with Cisco hardware. And most important, be committed to providing quality service in a Christ-centered institution. Please submit application and resume to Duane Tan at dtan@lla.org

Hourly rate: \$26.51 per hour to \$33.22 per hour.

MESA GRANDE ACADEMY

Day Care Supervisor. Part-time. Mesa Grande Academy is seeking a part-time afternoon recess and after school supervisor. Work hours are from 1:00 – 6:00 pm (M-Th) and 12:30 – 4:00 pm (Fri). The ideal candidate will provide both structured and unstructured activities for students, be patient, punctual, observant and safety minded. Must have appropriate discipline processes and be comfortable administering them. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x101 or email your resume to <u>Alfred.riddle@mgak-12.org</u>. **Hourly rate:** \$18.00 per hour

EDUCATION DEPARTMENT

2025-2026 School Year

CALEXICO MISSION SCHOOL

7th & 8th Grade Multiple Subject Teacher. Full-time. - seeking for a dedicated SDA Middle School Teacher to design and deliver engaging lessons in English, Math, Science, Social Studies and Art. The ideal candidate should hold a bachelor's degree, NAD Certification with endorsement in Elementary Education, and have proven classroom experience. They must be energetic, creative, and skilled at building positive relationships with students, parents, and colleagues while catering to individual learning needs and ensuring academic standards are met. Additionally, applicants must have the legal right to work in the U.S. and demonstrate a commitment to fostering a positive and inclusive learning environment. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Theresa Alvarez-Diaz, Principal. tdiaz@calexicomissionschool.org

Remuneration: \$55,380-\$78,416 depending on years of experience and NAD Certification

LA SIERRA ACADEMY

K-8 Art/STEAM Teacher. Full-time. – Join our supportive environment where commitment, humility, positivity, and teachability are valued. If you are enthusiastic about making a positive difference in the lives of young learners and seeking a supportive community where your passions will be nurtured and your professional growth will be supported, we encourage you to apply. Embrace a community where mental, physical, and spiritual wellness is prioritized. If you're passionate about teaching and want to work where your talents are nurtured, apply now! The La Sierra community is thriving, growing and nurturing for individuals who seek to grow in their physical, mental, spiritual and professional ways. Candidates must hold denominational certification. All applicants must be eligible to work in the United States and provide evidence of such. North American Division of Seventh-day Adventist denominational policies and wage scale and benefits. Please submit your resume/CV and a list of references, including individuals who know you personally and professionally. Submit your resume, completed SECC application and Spiritual Commitment to Elizabeth Muñoz Beard at <u>emunoz@lsak12.com</u>. **Salary range**: \$55,380-\$78,416 depending on years of experience and NAD Certification

Principal Full-time. La Sierra Academy seeks a dedicated Principal to lead our TK-12 school with vision, integrity, and a commitment to Christian education. The ideal candidate will foster a Christ-centered culture, drive academic excellence through innovative leadership, and build strong relationships with students, parents, and staff. This role offers the opportunity to lead with purpose, shaping both the academic and spiritual growth of our school community. Key Qualifications:

- Proven leadership experience in both elementary and secondary education
- Strong organizational, fiscal management, and marketing skills
- Effective communicator who builds positive relationships with students, parents, and staff
- Skilled in instructional supervision, discipline management, and accreditation processes
- Visionary leader with a passion for student success and spiritual growth
- Holds or is willing to obtain a current NAD Administrator Certificate

Interested candidates should submit resume, completed SECC application, and Spiritual Commitment to Oscar Olivarria, Associate Superintendent at <u>oscar.olivarria@seccsda.org</u> | Tel: (951)509-2314 | Fax: (951)509-2392 **Salary**: \$58,266-\$82,550 depending on years of experience and NAD Certification

LOMA LINDA ACADEMY

Chemistry Teacher – Grades 9-12. Full-time. Seeking an experienced Chemistry teacher who is a dedicated, innovative, and collaborative professional with strong communication skills, capable of developing successful relationships with students, staff, and the community. The ideal candidate will provide standards-based science instruction to high school students in a classroom and laboratory setting. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life, a personal lifestyle in keeping with SDA principles, and a desire to work with teenagers. Applicants must have at least a bachelor's degree and an NAD Teacher Certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Robin Banks, High School Principal, at <u>rbanks@lla.org</u>.

Salary: \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

Elementary School Teacher. Full-time. Loma Linda Academy is seeking a caring, creative, energetic, and collaborative individual. Interested individuals should be knowledgeable about the best practices for primary grades and standards-based instruction. In addition, the ideal candidate will demonstrate a commitment to nurturing elementary students spiritually, academically, and socially and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree and NAD teacher's certification with an endorsement in elementary education. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Blanca Calixto, Elementary School Principal, at <u>bcalixto@lla.org</u> Salary: \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

Girls Physical Education/Health Teacher – Grades 9-12. Full time. Seeking an experienced Female Physical Education and Health teacher who is a dedicated, innovative, collaborative professional with strong communication skills who can develop successful relationships with students, staff, and our community. The ideal candidate will provide Physical Education instruction to high school students in a gym or field setting, supervise the girls' locker room, and teach health classes in a classroom setting. This role is currently planned to teach 3 PE and 3 Health classes. The individual will also demonstrate a commitment to contributing and participating in a thriving and active campus life, a personal lifestyle keeping with SDA principles, and a desire to work with teenagers. Applicants must have at least a bachelor's degree and an NAD Teacher Certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Robin Banks, High School Principal at <u>rbanks@lla.org</u>.

Salary: \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

Jr. High Bible Teacher. Full-time. Loma Linda Academy is seeking an experienced individual to teach Junior High Bible. This teacher would work closely with the LLA Chaplain to support the spiritual life of the Junior High and to provide regular service opportunities for the Junior High students. The teacher would also teach one multimedia class. Content for this class would include topics such as teaching students video production and how to operate the audio-visual system used for chapels and assemblies. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to nurturing junior high students spiritually, academically, and socially, and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree and NAD teacher's certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Amy Sovory, Junior High School Principlal, at <u>asovory@lla.org</u>. **Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

Jr. High Math/Bible Teacher. Full-time. Loma Linda Academy is seeking an experienced individual to teach Junior High Math and Bible. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to nurturing junior high students spiritually, academically, and socially, and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree and NAD teacher's certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Amy Sovory, Junior High School Principal, at <u>asovory@lla.org</u>. **Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

School Nurse. Full-time. TK-12. Loma Linda Academy is seeking a qualified candidate to work as a team with the TK-12 faculty and staff. The school nurse is responsible for overseeing the health office and promoting the well-being of students at Loma Linda Academy. They will provide personalized care to students from diverse backgrounds, addressing their individual health needs and concerns. Responsibilities will include delivering basic first-aid to students, administering prescribed medications, maintaining accurate health records and ensuring compliance with state and local health regulations. The candidate should be a licensed registered nurse or licensed vocational nurse in the state of California. Interested candidates, please send resume and SECC application for classified employees to Sarah Bibb, Executive Coordinator for the Head of Schools Office, at sbibb@lla.org

Hourly rate: \$28.53 - \$33.22

MESA GRANDE ACADEMY

Art Teacher – Part-time (FTE: 40% - 50%). Mesa Grande Academy is seeking a part-time art teacher beginning with the 2025-2026 school year. The teaching duties include:

- Art 1 Intro to Intermediate Art 4 classes/wk
- Art 2 Intermediate to Advanced Art 4 classes/wk
- K 8 Art 1 class each grade per week

We are looking for enthusiastic candidates who are skilled in facilitating creative lessons for elementary through high school students. Candidates must be able to encourage and motivate students in positive ways as they help students learn to think well and pursue excellence in art! 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 x101 or email your resume, SECC Certificated Application and Spiritual Commitment to <u>alfred.riddle@mgak-12.org</u>. Salary range: \$19,642 - \$39,215 annually depending on years of experience and NAD Certification.

Music Teacher & Coordinator. Full-Time. Mesa Grande Academy is seeking a music instructor and coordinator to lead and inspire the students in our TK-12th grade music program beginning in the 2025-2026 school year. We have the privilege of having a strong music program that includes choral and hand bell instruction and performance. Candidates for this position must hold current music teaching credentials. The ability to play piano and/or other musical instruments is strongly desired. Knowledge of music theory, music history, and musical performance is a prerequisite. Duties would include choral and hand bell music instruction for grades TK-12, and leadership of our music program, working closely with our band instructor. If you are interested in exploring this opportunity, please submit your resume or curriculum vitae summary, SECC Certificated Application, and spiritual commitment to the principal, Mr. Alfred Riddle, at email address: <u>alfred.riddle@mgak-12.org</u>. Contact by telephone may be made at (909) 855-5193 (cell) or (909) 795-1112 (office).

Remuneration: \$55,380-\$78,416 depending on years of experience and NAD Certification

MURRIETA SPRINGS ADVENTIST CHRISTIAN SCHOOL

Elementary Music Teacher. Part-Time. Seeking a candidate that is flexible and who has a passion for presenting Jesus through Music. The applicant must also possess knowledge of music and best practices for working with elementary learners. He/she must be willing to share and collaborate with others to create a strong academic culture within our small school. Please send resume and application to Michael Conner <u>Michael.Conner@seccsda.org</u>. **Salary**: \$6,877-\$9,752 depending on years of experience and NAD certification

Teacher Aid. Part-Time. Seeking a dedicated and compassionate Teacher Assistant to join the elementary school team. This part-time role is perfect for an individual passionate about working with children and supporting teachers in creating an engaging, nurturing, in an inclusive learning environment. Key Responsibilities: Assist classroom teachers with daily activities and instructional tasks; provide individualized or small group support to students; foster a positive, Christ-centered classroom environment; help maintain a clean, organized, and safe learning space. Interested individuals should submit an employment application along with a resume to jpalitang@msaca.net.

Hourly Wage: \$20 per hour

REDLANDS ADVENTIST ACADEMY

Band Teacher. Part-time. Searching for a part-time Band Instructor for the beginning of the 2025-2026 school year to direct High School Concert Band (2 days a week), High School Jazz Band (2 days a week), 7th/8th grade Band (2 days a week), 6th grade Band (2 days a week) and 5th grade Band (2 days a week). All M-TH. Duties include church visits, seasonal concerts at school, music tours and attending conference music festivals. Also, maintaining and overseeing school instruments, fostering the development of elementary students' musical talents and encouraging a love for music. Above all, applicants should have a love and desire to teach young people to use their gifts to praise God. Also, applicants must be members of the SDA church. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Bill Arnold, at barnold@redlandsacademy.org

Salary: \$16,698-\$23,644 depending on experience and NAD certification.

Elementary Physical Education Teacher. Part-Time. Seeking a part-time Physical Education teacher beginning with the 2025-2026 school year. Duties include K-6 PE with the possibility of adding 7th/8th. Each class meets twice a week for 30 minutes, M-TH. Candidates must be able to encourage and motivate students in positive ways to develop small and large muscle motor skills. They must also help students learn the benefits of life-long physical movement. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Bill Arnold at <u>barnold@redlandsacademy.org</u>. **Salary:** \$12,282-\$17,388 depending on years of experience and NAD certification.

SAN DIEGO ACADEMY

High School Bible Teacher. Full Time. Seeking for a High School Bible Teacher for the 25-26 school year. Our academy is a K-12 academy nestled in south county San Diego and just 15 minutes from downtown as well as the beaches. Our team is fun, dynamic and committed to students both during the school day and after. Our classroom environments are respectful of students in the adolescent phase but well-ordered with high expectations. The ideal candidate will have completed a minimum of a bachelor's degree in religion and education as well as a successful teaching and chaplain record. We are looking for a bible teacher who is committed to nurturing a Christ centered culture in the classroom, on campus and our community. Our school expects that our high school students receive age-appropriate teaching that engages them in thinking deeply about Spiritual matters and equips them for making a difference. If you are yearning for sunnier pastures, and are a follower of Christ who is committing to developing loving people of faith, please submit your resume, SECC Certificated Application, and Spiritual Commitment to: Ms. Shawn Thomas, Principal@sdacademy.com. Applicants must have the legal right to work in the United States and be able to provide proof of such. For more information about San Diego Academy, please visit our school website: www.sdacademy.com.

Remuneration: \$62,764-\$88,868 depending on years of experience and NAD Certification

High School Math Teacher. Full-Time. San Diego Academy is seeking a High School Math teacher for the 25-26 school year. San Diego Academy, a K-12 academy nestled in south county, San Diego. Our team is fun, dynamic and committed to students both during the school day and after. We have embarked upon Standards' Based learning and meet often to monitor student's progress. The ideal candidate will have completed a minimum of a bachelor's degree in Math and Education as well as a successful teaching record. If you are yearning for sunnier pastures, and are a follower of Christ who is adept at teaching: Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus, Physics and Math Intervention, please please submit your resume, SECC Certificated Application, and spiritual commitment to: Mrs. Shawn Thomas, Principal@sdacademy.com. Applicants must have the legal right to work in the United States and be able to provide proof of such. For more information about San Diego Academy, please visit our school website: www.sdacademy.com Remuneration: \$62,764-\$88,868 depending on years of experience and NAD Certification