

CURRENT SECC JOB OPPORTUNITIES

November 14, 2024

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.

Employment Applications may be downloaded from [Employment_Application_-_writable.pdf](https://seccadventist.org/employment-application-writable.pdf)
(seccadventist.org)

Conference Office

SECC IT Department - ITS Data Protection Tech, Full-time, non-exempt

The SECC IT Department is recruiting for a full-time ITS Data Protection Tech to work with the IT Director to assist in the management of the SECC in-house cybersecurity program, and conduct risk assessments. This position would also assist in updating and ensuring cybersecurity and data privacy. Requirements: A BA Degree in Information Systems preferred. 2 years' experience working in an IT role with a broad understanding of hardware, networks, cybersecurity, data privacy or related roles.

If interested submit a resume to David.johnson@seccsda.org.

Salary: \$32.22 to \$38.17/Hour

PLANNED GIVING & TRUST SERVICES DEPARTMENT

Marketing/Trust Development & Management. Full-Time Exempt. The Planned Giving & Trust Department aims to assist its contingents with Christ-centered planning for families while supporting the ministries of Southeastern California Conference. Applicants will be expected to travel throughout the conference speaking at churches, informing them of the services and benefits available through the Planned Giving & Trust Services Department. Will also be responsible for following up on leads and working with other Trust Officers, attorneys and members requesting such services. Will work with Director in implementing marketing efforts throughout the year, including target mailings, social media posts and public events. Effective communication and diplomacy skills are a must. Initiative, organization, multi-tasking and ability to work independently as well as part of a team will be expected. Must demonstrate proficiency in computer skills. Applicant will be required to become certified through the North American Division as a Trust Officer as well as become and maintain commission as a Notary Public. Some heavy lifting is required. Submit application, cover letter, resume and references to Reyna.Escobar@seccsda.org.

Salary: \$72,280 to \$77,012/year

Children's Centers

For all school 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 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 glopez@lsak12.com.

Salary: \$16-\$25 per hour depending on years of experience

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 gloria.luna@mgak-12.org.

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

EDUCATION DEPARTMENT 2024-2025 School Year

For all school 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 vkarsten@lsak12.com

Hourly Wage: \$16.00 per hour

LOMA LINDA ACADEMY

Administrative Assistant. Full-time. Hourly/12 Month. Loma Linda Academy Children's Center is seeking a qualified candidate to work as a team with the Children's Center Administration and Teachers. This position provides clerical and other support to the teachers and administration. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, and is organized and attentive to details. Applicant needs to be willing to take up to 12 ECE units to follow and implement the California Community Care Licensing requirements. Please send cover letter, resume, and copy of completed SECC Employment Application to Mariana Mitroi, Children's Center Director, at mmitroi@lla.org

Hourly rate: \$22.14 per hour - \$27.86 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 ggutierrez@lla.org.

Hourly rate: \$19.80 - \$26.51 per hour

Teacher's Aide/Supervisor. Part Time. Loma Linda Academy is seeking patient, flexible, caring, and energetic candidates for a part time Teacher's Aide/Supervisor for the 2024-2025 school year. The position requires candidates to work closely with a classroom lead teacher in following lesson plans and working with small groups of students in and out of the classroom. The Teacher Aide must love to work with younger students. The ability to work as a team member is highly valued and essential. If interested, please submit a resume and references to Blanca Calixto, Elementary Principal at bcalixto@lla.org.

Salary: \$17.45 per hour - \$20.13 per hour

MESA GRANDE ACADEMY

Band Teacher – Part-Time, Grades 5-12. Mesa Grande Academy is seeking a part-time Band teacher (35% FTE) to begin as soon as possible that can continue the traditions of our excellent Band program. Duties include: 5, 6 & 7-8 Band Class, each 2x/wk & 9-12 Band Class 5x/wk; periodic performances at our constituent churches; Music tour / Field trip. We are seeking enthusiastic candidates who can positively motivate and encourage elementary through high school students to think critically and pursue excellence in their learning. 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 to alfred.riddle@mgak-12.org. Addendum: A band teacher with abilities to teach mathematics and/or science at the junior high and lower high school levels could increase this to a full-time position.

Remuneration: \$16,675 - \$23,644 depending on years of experience and NAD Certification.

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 Alfred.riddle@mgak-12.org.

Hourly rate: \$18.00 per hour

Math and Science Teacher – Junior High. Part-Time to Full-Time: Mesa Grande Academy is seeking a full-time Junior High Math and Science teacher beginning January 2025. Duties would include Dual-track 7th and 8th grade mathematics; 7th and 8th grade science classes; HS Chemistry. We are looking for candidates that especially enjoy teaching at the Junior High level and like working with enthusiastic students. Elementary multi-subject credential and/or high school single-subject credentials are acceptable. Candidates must be able to encourage and motivate students in positive ways as they help students learn to think well and pursue excellence! 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 to alfred.riddle@mgak-12.org. This position is currently set at 70% FTE.

Remuneration: \$37,628 - \$76,154 depending on years of experience and NAD Certification.

SAN ANTONIO CHRISTIAN SCHOOL

Immediate Full-Time Opening for a Primary Grades Teacher (3-5). San Antonio Christian School located at the foot of Mount San Antonio in Ontario, CA is seeking an individual who has a passion for building within students a respect for Jesus, themselves, and each other. The applicant must also possess knowledge of elementary curriculum 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. Prospective candidates must be authorized to work in the U.S. at the time of application. We welcome applicants to send the SECC application and resume to Karen Dunbar, Principal at karen.dunbar@sachristianschool.org.

Bi-weekly Salary: \$2,067 - \$2,929 depending on years of experience and NAD Certification

SAN DIEGO ACADEMY

High School Math/Science Teacher. Full-time: San Diego Academy seeks a credentialed high school math and science teacher who has a genuine love for Christ and seeing teenagers advance their scientific and mathematical knowledge as outlined in the content standards for each course subject. This position involves teaching the following high school courses: Pre-Calculus, Geometry, AP Calculus, Physical Science, Chemistry. Required Experience: Be a skilled teacher able to use current and emerging technologies in learning and communicating with students. Have great classroom management and excellent skills in relating to high school students. Possess the ability to foster positive relationships with students, parents, colleagues, and outside agencies when required. Be willing to perform homeroom, lunch, and extracurricular duties and responsibilities as assigned by the principal. A minimum of a bachelor's degree in Math/Science from an accredited college or university. (Master's degree preferred). NAD Certification or willingness to obtain (preferred). Must have at least three years of teaching in an SDA educational institution (preferred). If interested, please submit a resume and a copy of the Certificated Application to Ms. Shawn Thomas at principal@sdacademy.com. For more information, feel free to reach out to her directly.

Remuneration: \$60,918-\$86,294 depending on years of experience and NAD Certification

EDUCATION DEPARTMENT

2025-2026 School Year

LA SIERRA ACADEMY

Business Manager. Full-Time. La Sierra Academy is seeking to hire an experienced Business Manager. This is a 12-month position, and the start date is July 1, 2025. Candidates will have good communication, problem-solving, and conflict-resolution skills anchored in strong Christian principles. Candidates must have a love for the mission of Adventist Education and a passion for making a difference in the lives of young people. The Business Manager position is an administrative role that implements, oversees, and directs all finances necessary to run a fiscally sound academy in collaboration with the Principal, Finance Committee, Board, and Office of Education. Duties and responsibilities include day-to-day accounting activities, purchasing, reporting, budgeting, audit preparation, regulatory compliance, long-range financial forecasting, and insurance activities for the organization. Candidates should be trained in GAAP standards and be familiar with Adventist Accounting Software International (AASI) and FACTS Management Software. Requirements:

- Be an active member in good standing of the Seventh Day Adventist Church.
- Minimum bachelor's degree (BA/BS) in a related field.
- A minimum of three years' experience as a Business Manager, preferably in an academic setting.
- Detail-oriented with excellent organizational and time management skills.
- Team player with strong people skills.

Resume should include phone numbers and emails of at least three current references, including current principal or superintendent, if applicable. Interested individuals should email their resume and application to Mrs. Libett Muñoz Beard at emunoz@lsak.12com

Remuneration: Hourly 83% - 86% (\$33.01 - \$34.20); Salary 87% - 102% (\$68,380 - \$80,158) depending on the level of education.