

SECC JOB OPPORTUNITIES

April 27, 2023

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.

For all *office* positions, please complete and send an employment application to andrea.crane@seccsda.org

Employment Applications may be downloaded from [Employment Application - writable.pdf \(seccadventist.org\)](#)

Conference Office

AUDITING DEPARTMENT

Auditing Assistant. Part-Time. 20 hrs./wk. The SECC Auditing Department is seeking a candidate to perform duties such as reviewing documents, verifying bank deposits to receipt records, and conducting random sample disbursement testing. Requires computer skills in Word and Excel, attention to detail, reliable attendance, good language skills and ability to maintain confidentiality. For a job description or more information, please contact the Human Resources Department at (951) 509-2351.

Salary: \$20.37/hr - \$25.74/hr

Staff Conference Auditor. Full-time. Seeking qualified candidates to perform audits of churches and schools within the 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 candidates will have the ability to function well in a team environment and be able to relate well with diverse groups. For a job description or more information, please contact Human Resources Department at (951) 509-2351.

Salary: \$25.37/hr - \$32.51/hr

EDUCATION DEPARTMENT

Clerk. Part-time. 12 hrs./wk. Seeking a candidate to perform clerical duties including answering phones, data entry, filing and mailing. Requires basic computer skills; attention to detail; reliable attendance; good language skills and the ability to maintain confidences required. Some flexibility with work scheduling. For a job description and more information, please contact the Human Resources Department at (951) 509-2351.

Salary: \$15.50/hr - \$17.97/hr

HISPANIC MINISTRIES DEPARTMENT

Administrative Secretary. Full-time. This position supports the Vice-President for Hispanic Ministries. Requires competence in event planning, website management, communication, and office management. Must be proficient in Microsoft Office Suite and be willing to learn new applications as necessary. Experience with graphic, social media and web design programs preferred; excellent oral and written bilingual (Spanish/English) communication skills are necessary; must be able to handle multiple projects with overlapping deadlines. For a job description or more information, please contact the Human Resources Department at (951) 509-2351.

Salary: \$21.09/hr - \$28.22/hr

Children's Centers

AZURE HILLS CHILDREN'S CENTER

Preschool Teacher. Part-time. Candidate must have 12 core units in Early Childhood Education (ECE), AA or BA in ECE preferred. Experience in ECE classroom required. Please send resume to azurehillschildrenscenter@yahoo.com.

LOMA LINDA ACADEMY CHILDREN'S CENTER

Teachers. Loma Linda Academy Children's Center is looking to recruit teachers for their Center. Candidates must have completed 12 core units in Early Childhood Education. Teaching experience or a degree in Early Childhood Education a plus. Interested individuals who are: a team player, have an understanding of child development, able to perform best practices and the ability to create an open, friendly, nurturing, cooperative atmosphere where parents and children feel comfortable and secure. If interested, please send resume to jbergvall@lla.org

MESA GRANDE ACADEMY CHILDREN'S CENTER

ECE Director. Full-Time. Seeking a full time Early Childhood Center Director. The director is responsible for the overall operation of the center which includes finances/budget, supervision of staff, compliance with conference and state regulations, and teaching. The director, in collaboration with the staff will provide students with a loving and caring environment with appropriate Christ-centered curriculum, creative and engaging learning activities/experiences, and provide a warm and gracious public relations experience for parents and the community. MGACC is licensed for up to 60 full-time students ages 2-5. Their website is <https://mgchildrenscenter.org/>. Currently the staff include 3 teacher and 1 aide. The director is one of the teachers. The preschool director must be a Seventh-day Adventist Christian in good standing; a bachelor's degree is required (preferably in Early Childhood) with a minimum 24 semester units or 36 equivalent quarter units' early childhood education that include the class in Administration and Adult Supervision; have a CA State ECE Directors Permit, and at least four years of teaching in a licensed child care center. For a full job description or more information, contact Monique Trevino at the SECC Office of Education. Please send resume, references, and cover letter to Monique.Trevino@seccsda.org by May 1, 2023.

Churches

CRESTLINE SDA CHURCH

Bible Worker. Part-time. 16 hrs./wk., \$20 per hr. A 6-month position, renewable, based on performance.

Crestline SDA Church is looking for a self-motivated person 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 have independent transportation. Must be able to attend our church to foster 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 description, contact Mariángeli Morauske at crestlinesdachurch@gmail.com or for more information, call (909) 723-4766.

NEW HOPE SDA CHURCH

Keyboardist. Part-time. New Hope SDA Church is looking for a part-time Keyboardist to work with every Sabbath morning during the worship service and practice rehearsal with praise teams. Times may vary from week to week. Candidates must work positively with other members, worship coordinators, and pastors. Candidates must have proficiency with the keyboard and or piano. Please send resumes or inquiries to us at newhope2420@gmail.com or call (800) 409-3165.

OCGRACE SDA CHURCH

Drummer. Part-time. OCGrace SDA Church is looking for a part-time drummer to work as needed with Sabbath morning worship teams during the worship service and practice times. Times may vary from week to week. Candidate must work positively with band members, worship coordinators, and pastors. The candidate must have proficiency with the drum set and hand percussion instruments. Please send resumes or inquiries to us at info@ocgrace.com or call (714) 534-1987 Ext. 107.

ORANGE SDA CHURCH

Administrative Assistant. Part-Time. Orange Church is looking for a part-time Administrative Assistant to work 10-12 hours a week for \$20/hr. with increased hours and pay available for additional on-the-job skills (technology). Basic office and organizational skills required. Beyond competence we seek compassion in our workplace as we minister to both church and community members with kindness and confidentiality. Join our team and mission to serve congregant and community for Christ. Contact Linda Calder at orangesdachurch@gmail.com or (714) 696-1732 for job description and more information.

Salary: \$15.50/hr – \$21.31/hr

RIVERSIDE COMMUNITY SDA CHURCH

Administrative Assistant. Part-Time. Riverside Community Church is looking for a person to fill a part-time office position, 10-12 hours per week at \$18/hour. Basic office and organizational skills are required. Must be able to function in both PC and Mac environments. An acquaintance with QuickBooks a plus. The ability to project warmth, in person and over the phone, is highly desired. Please direct inquiries to Charles at c_elkins@rccfaith.org or phone message at 951.686.1886.

UREACH THRIFT STORE (TWO POSITIONS)

Clerk. Part Time. Monday - Thursday

Clerk. Part Time. Sunday-Thursday. Loma Linda University Church UReach is looking for two reliable individuals and with the ability to work retail at their Thrift Store. As store clerk, they are expected to fulfill the following duties: merchandizing, maintaining cleanliness in the store, assist with accepting donations and have an overall pleasant and helpful demeanor, the store clerk will provide customer assistance to the patrons of UReach Thrift. They will also be expected to work closely with the manager, other store clerks and volunteers to ensure that the store is a place that reflects LLUC in a positive way. Must possess skills in working with culturally and ethnically diverse groups. Must have good listening and communication skills. Must possess adaptability and creative responses to setbacks and obstacles and be a baptized member of the SDA church. To apply or for more information, please contact Linda Mendez at limendez@lluc.org or call 909-796-4400 for more information.

Salay: \$16.00/hr

YUCAIPA SDA CHURCH

Maintenance Worker. Part-time. 15 hours per week. Yucaipa SDA Church has an opening for a Maintenance Position. Flexible schedule. Basic maintenance skills are expected, including minor plumbing repairs, some electrical repairs, sprinkler and pipe repairs, doors and furniture maintenance and repairs, painting, minor structural repairs. Call the Church Office at 909-797-1375 or email: yucaipasecretary@gmail.com.

EDUCATION DEPARTMENT

2022-2023 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 \(seccadventist.org\)](#)

ESCONDIDO ADVENTIST ACADEMY

Cafeteria & Teacher's Aide. Part-Time. 8-16 hours per week. Friendly and reliable person willing to work flexible hours each week in a student supervision role for our before/after school program (Homestretch) that will split with food handling experience to support cafeteria needs. Student supervision experience is needed as well as a food handler's license. Please fill out conference application and send it to Principal Darena Shetler at dshetler@eaaschool.org

LA SIERRA ACADEMY

Aide. Part-Time. La Sierra Academy is seeking candidates with flexible schedules and who are willing to fill in for any of our teacher's aides, drop-off/pick-up supervision, and recess supervisors. Please send resumes to Mrs. Munoz Beard at emunoz@lsak12.com.

Salary: \$16.09/hr - \$21.08/hr

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, faucets) 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 the 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 information, please contact Alfred Riddle at (909) 855-5193 or e-mail alfred.riddle@mgak-12.org

SAN ANTONIO CHRISTIAN SCHOOL

Custodian. 8-10 hours per week. San Antonio Christian School located in Ontario, CA is looking for an individual with desire to help keep our campus clean and safe. Applicants must be flexible and personable. Please send a resume and SECC employment application to karen.dunbar@sachristianschool.org.

SAN DIEGO ACADEMY

Business Manager. Full-Time. A qualified candidate is well-versed in all phases of full cycle accounting and daily financial operations including but not limited to accounting, budgeting, preparing financial statements, and payroll functions. This candidate will identify and utilize financial tools that communicate to the school finance committee and school board the school's financial status. Additionally, this candidate is adept at vendor relations, able to plan strategically for the organization and build strong relationships with families. The candidate must be a member of the Seventh-Day Adventist Church in good and regular standing who models Adventist beliefs and lifestyle. Applicants must have 3-5 years of experience with accounting. At minimum, the candidate should have a bachelor's degree in accounting or business. Master's degree is preferred. Prior educational experience is a plus and must be eligible to work in the U.S. If you are interested in additional information, please contact Shawn Thomas at principal@sdacademy.com

VALLEY ADVENTIST CHRISTIAN SCHOOL

Classroom Aide. Part-Time. 10 hours per week. VACS located in Moreno Valley needs a classroom aide for grades 1-8. Responsibilities include and are not limited to helping pupils with their learning, often focused on math, reading and writing. Supervising activities, setting up equipment for lessons and keeping classrooms safe and tidy. Assisting the teacher with grading, tutoring. Assisting students with computers and art. Please contact the Principal Ester Oyoyo at esteroyoyo@vacsonline.org or via cell phone 909-550-3528

EDUCATION DEPARTMENT 2023-2024 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 \(seccadventist.org\)](#)

DESERT ADVENTIST SCHOOL

Middle Grade Teacher (grades 3-5). Full-time: Desert Adventist School is looking for a team player to join our staff who shares a passion for ministry through education, loves working with young people and is eager to facilitate growth in learning. Strong interpersonal skills, organization, and creativity are desired, as well as fluency in Spanish. A bachelor's degree or higher is needed with SDA Elementary Teacher Certification. Lower elementary experience preferred. If interested, please submit a letter of interest, resume, and a copy of completed SECC Employment Application to Bill Arnold bill.arnold@seccsda.org.

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

LOMA LINDA ACADEMY

Administrative Assistant. Hourly-12 Month Position/Full-time. Loma Linda Academy High School is seeking a qualified candidate to work as a team with the high school office administration and staff. This position provides clerical and other support to the high school administration. Assists students and parents, updates the website, and assists with meetings, graduation, and other various events. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, and is organized and attentive to details. Please send cover letter, resume, and copy of completed SECC Employment Application to Hans Figueroa, High School Principal at hfigueroa@lla.org.

Salary: \$19.89/hr - \$25.03/hr

Elementary School Teacher. Full-time. Loma Linda Academy is seeking a caring, creative, energetic, and collaborative individual. Interested individuals should be knowledgeable of best practices for the primary grades. 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 endorsement in elementary education. If interested, please submit a letter of interest, resume, and a copy of completed SECC Employment Application to Ron Trautwein, Elementary School Principal, at rtrautwein@lla.org

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

Industrial Arts Teacher – Grades 9-12. Part-time. Seeking an experienced Industrial Arts teacher to teach general shop, home repair, and welding. The required skillset includes the ability to operate machinery, torches, and have basic home repair skills. 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 a NAD Teacher Certification. If interested, please submit a letter of interest, resume, and copy of the completed SECC Employment Application to Hans Figueroa, High School Principal, at hfigueroa@lla.org.

Salary: 50% part-time 72%-102% (\$25,608-\$36,278) depending on years of experience, and NAD Certification.

Jr. High School Counselor. Part-Time. Loma Linda Academy is seeking a Junior High school counselor. Job duties will include providing students with academic, behavioral, and social-emotional support in individual or group settings. Duties will also include collaborating with teachers to provide resources and support for instruction. The ideal candidate will have their school counselor credential and have an understanding and experience with 504 plans and individualized education plans. They should be familiar with the Multi-Tiered System of Support and be able to implement it as well as communicate and support teachers with MTSS. Candidates are expected to be able to communicate and consult effectively with parents via individual meetings, parent meetings, and written correspondence. They must have knowledge of professional resources in the mental health field to support the work and needs that may arise in the school setting. In addition, 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. If interested submit a completed SECC employment application and resume to Amy Cornwall, Junior High Principal, at acornwall@lla.org

Salary: \$27.28/hr - \$38.63/hr depending on degree, years of experience and NAD Certification

MESA GRANDE ACADEMY

K-12 Physical Education Teacher / Assistant Athletic Director. Full-Time. Mesa Grande Academy is seeking a full-time, credentialed, and qualified Physical Education teacher and Assistant Athletic Director beginning with the 2023-2024 school year. Duties include K-6 physical education (coordinated PE duties with the Athletic Director assuming some teaching duties), physical education for grades 7-12 working with Athletic Director, athletic program duties shared with Athletic Director. The Candidate would also teach a 1 semester Health course, co-sponsor for a high school class, as well as organization and upkeep of PE materials. Candidates must be able to encourage and motivate students in positive ways as they help them learn the benefits of life-long physical movement. Mesa Grande Academy is a family-oriented school with a tradition of strong academics, athletics, and music in a supportive environment. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 855-5193 (cell), (909) 795-1112 x222 or email your resume to alfred.riddle@mgak-12.org.

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

Kindergarten/Transitional Kindergarten Teacher. Full-Time. Mesa Grande Academy is actively seeking a Kindergarten/Transitional Kindergarten teacher. This is a full-time position with full-teaching benefits and responsibilities. There are pull-outs for music and physical education and art taught by other teachers. Candidates are expected to have SDA teaching credentials and/or California state teaching credentials. If you are interested, please contact as soon as possible. Please send your resume and contact information to alfred.riddle@mgak-12.org For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x222 or (909) 855-5193 (cell).

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

Development Director/Financial Assistant. Full-Time or Part-Time. Mesa Grande Academy is seeking an individual to join our Administrative Team as Development Director. Duties include marketing, promotional and recruitment duties, student assistance, fundraising and working with the Registrar on alumni communication and initiatives. Financial Assistance duties include working with business office, including accounts payable and student accounting. Desirable qualifications: computer and technology skills - Microsoft Office (especially Word & Excel and the Google Suites) Multi-tasking and organizational abilities in a busy educational environment. Ability and willingness to work with finances, spreadsheets, and accounting processes. Videography/Editing skills would be appreciated but not required. Specific in-house training will be provided. For information or to submit a resume, please contact Alfred Riddle at (909) 795-1112 x222 or email alfred.riddle@mgak-12.org.

MURRIETA SPRINGS ADVENTIST CHRISTIAN ACADEMY

5th & 6th Grade Teacher. Combined Classroom. Full-time. Seeking a candidate who is flexible, energetic, and creative. NAD elementary credential is required. Would be preferable to have science, math, and physical education experience as well as background with older elementary for possible team-teaching opportunity. Caring instructional, managerial skills and good communication skills are a plus. Please submit a letter of interest, resume' and copy of completed SECC Employment Application to Bill Arnold at bill.arnold@seccsda.org.

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

ORANGEWOOD ACADEMY

High School Advanced Math Teacher. Full-time. The HS Math teacher is responsible for providing an educational atmosphere where students can fulfill their potential for intellectual, spiritual, emotional, and physical growth. This position includes teaching Algebra II, Geometry, Pre-Calculus and potentially AP Statistics. Applicants should have a minimum of a bachelor's degree in mathematics with a secondary endorsement in Mathematics. Applicants are required to have and maintain a valid teaching certificate issued by the North American Division of Seventh-day Adventists. Please fill out the conference application and send it to Mr. Winston Morgan K-12 Principal, at principal@orangewoodacademy.com

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

REDLANDS ADVENTIST ACADEMY

Elementary PE Teacher. Part-Time. Redlands Adventist Academy is seeking a qualified credentialed Elementary PE teacher for grades K-6. This candidate must understand the principles of a student's physical and mental development and movement. Please submit your resume' and a copy of your completed SECC application to Don Krpalek at dkrpalek@redlandsacademy.org

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

English Teacher. Grades 9-12. Full-time. Seeking an English teacher who is committed to delivering rigorous and engaging instruction, while also creating an environment where students feel supported and valued. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life, a personal lifestyle in keeping with SDA principles, and a desire to work with teenagers. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in English. If interested, please submit letter of interest, resume' and copy of completed SECC Employment Application to Don Krpalek, Principal, at dkrpalek@redlandsacademy.org.

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

Fourth Grade Teacher. Full-time: Redlands Adventist Academy is seeking a caring, creative, energetic, and collaborative individual. Interested candidates should be knowledgeable of best practices for the middle elementary grades. 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 endorsement in elementary education. If interested, please submit a letter of interest, resume, and a copy of completed SECC Employment Application to Principal Don Krpalek dkrpalek@redlandsacademy.org.

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

Principal. Full-Time. Redlands Adventist Academy is looking for a K-12 Principal beginning in **July 2023**. RAA is a one campus K-12, school in Redlands, California with over 400 students. The school has an excellent, qualified teaching staff and a very supportive community and constituency. RAA is a family community that is looking for a relational leader that is experienced in team building, strengthening community relations as well as setting and carrying out a vision for the school. This person must have experience in administration and preferably hold a master's degree or higher. A love for kids as well as being a people person are essential for success. For more information, send a resume and/or contact Bill Arnold at bill.arnold@seccsda.org.

Salary: 72% - 102% (\$53,898-\$76,336) depending on years of experience and NAD Certification

Religion Teacher/Chaplain. Full-time. Redlands Adventist Academy seeks a credentialed high school Religion teacher and campus chaplain who has a genuine love for Christ and seeing others grow in His love. This position involves teaching high school religion using the Encounter Bible Curriculum, giving Bible studies, mentoring students, planning Chapel programs and weeks of prayer, and organizing community service activities. Applicants should have a history of connecting youth with Christ in meaningful ways and modeling a personal lifestyle in keeping with SDA principles. If interested, please submit letter of interest, resume' and copy of completed SECC Employment Application to Don Krpalek, Principal, at dkrpalek@redlandsacademy.org.

Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

SAN ANTONIO CHRISTIAN SCHOOL

Part-Time Music Teacher (Monday's and Wednesday's 2-3 hours each day). San Antonio Christian School 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 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. Prospective candidates to Karen Dunbar, Principal at karen.dunbar@sachristianschool.org.

Primary Grades Teacher (1st and 2nd) Full-time. 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. Candidates must be authorized to work in the U.S. at the time of application. If interested, please send the SECC application and resume to Karen Dunbar, Principal at karen.dunbar@sachristianschool.org.
Salary: 72% - 102% (\$51,194-\$72,514) depending on years of experience and NAD Certification

SUBSTITUTE TEACHERS

Substitutes open hire months will be January, March, June, September, and November only.

Paperwork may be submitted at other times, but will only be finalized during
January, March, June, September, and November.

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