

CURRENT SECC JOB OPPORTUNITIES

October 1, 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 \(seccadventist.org\)](#)

Conference Office

SECC YOUTH DEPARTMENT

Assistant Director, Youth Media Ministry. Full-time. Salaried. Seeking a talented media professional with a passion for youth ministry. Must be proficient in Microsoft, Bluehost, Weebly, Elementor Pro, WordPress, Canva, ProPresenter, and the Adobe Creative Suite, and be willing to learn new applications as needed. Duties will consist of, but not limited to, videography, photography, graphic design, web design, social media management, and marketing. Must be able to handle multiple projects with overlapping deadlines simultaneously and manage media volunteers/staff. Must be able to lift and handle heavy media equipment. For more information and to submit an application contact Human Resources, (951) 509-2351.

Youth Clerk. Part-time, seasonal. 10 hrs/wk. Seeking a customer service-oriented individual with strong oral and written communication. Must be proficient in Microsoft Word, Access, Excel, PowerPoint, QuickBooks and be willing to learn new applications as needed. Must be able to handle multiple projects with overlapping deadlines simultaneously. Duties will consist of, but not limited to, answering phones, inventory control and sales, assisting Pathfinder & Adventurer leaders, and clerical work. Must be able to lift 20lbs. Cash handling experience desired. Bilingual (English/Spanish) desired. For more information and to submit an application contact Human Resources, (951) 509-2351.

Hourly Wage: \$16.00 per hour

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 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 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 \(seccadventist.org\)](#)

LAGUNA NIGUEL JR. ACADEMY

Administrative Assistant. Part-Time: 15-19 hrs/wk: Seeking a candidate with strong organizational and communication skills, along with administrative and financial management experience. Responsibilities include answering phones and emails, managing student transcripts and paperwork, and communicating with parents about school events and announcements. The role involves organizing and coordinating school events, ordering supplies, creating the school calendar, and conducting tours for new families. Financial tasks include logging expenses, paying bills, depositing money, and processing tuition payments. The assistant also organizes fundraisers, special events, and scholarship forms, collaborates with churches for event advertising, manages accounts receivables, drafts tuition letters, and coordinates financial aid with the conference. If interested, please submit letter of interest, resume, and a copy of a completed SECC Employment Application for Classified positions to Aime Cuevas at acuevas@lnjasda.org.

Hourly Wage: \$22.09 per hour

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. 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, maintains attendance records, and performs other clerical duties as assigned. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiples tasks, and is organized and attentive to details. Please send cover letter, resume, and copy of completed SECC Employment Application to Robin Banks, High School Principal at rbanks@lla.org.

Hourly rate: \$22.14/hr - \$27.86/hr

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 Wage: \$19.80 - \$26.51 per hour

Physical Education. Elementary. Full-time (beginning early October). Seeking an experienced Physical Education teacher who is a caring, creative, energetic, and collaborative individual. The ideal candidate will be responsible for providing Physical Education instruction to elementary students in a gym or field setting. 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 an NAD Teacher Certification. If interested, please submit letter of interest, resume, and copy of completed SECC Employment Application and resume Blanca Calixto, Elementary School Principal, at bcalixto@lla.org.

Salary: 72% - 102% (\$2,067 - \$2,929 bi-weekly) depending on years of experience and NAD Certification

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.

EDUCATION DEPARTMENT 2025-2026 School Year

DESERT ADVENTIST SCHOOL

Teaching Principal. Full-Time. Desert Adventist School (DAS) is looking for a dedicated teaching principal for the 2025-2026 school year who will ensure students can grow and learn in a Christian nurturing environment. It is important that the individual chosen feels comfortable in sharing their faith with students and parents. The candidate should have developed different teaching strategies and methods to help students learn and achieve towards academic excellence within a multi grade teaching classroom. The ideal candidate should be denominationally certified who exhibits leadership qualities to lead an ethnic student population and has demonstrated excellence as a teacher. The preferred individual should have a knowledge of fiscal management and a willing to learn more within a school setting. If interested, please send application along with a resume to Michael.Conner@seccsda.org.

Remuneration: \$53,742-\$80,158 depending on years of experience and NAD Certification

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.