

# CURRENT SECC JOB OPPORTUNITIES

October 16, 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

### PLANNED GIVING & TRUST SERVICES DEPARTMENT

**Trust Management Assistant. Full-time. Hourly.** The aim of the department is to assist Trustors and Donors with Christ-centered service while supporting the ministries of the Conference. Applicants must be willing to work in a busy atmosphere reporting to various supervisors in a department that is diverse and inclusive where duties will include, but not limited to, phone answering, assisting the Trust Officers with fiduciary administration of Trusts, Wills, Estates, and gifts. Effective communication and diplomacy skills, demonstrating initiative, being organized and the ability to work independently as well as being a member of a team are a must. Applicants must possess the ability to multi-task, capacity to prioritize and be detail oriented plus have an adaptable and positive attitude in a demanding environment. Must be able to manage detailed workload with multiple deadlines. Applicants must be proficient in Excel, Microsoft programs and other office-related software. Should be willing to learn new platforms as needed. Some heavy lifting is required. The applicant is required to become and maintain commission as a Notary Public. Submit application, cover letter and resume to [Reyna.Escobar@seccsda.org](mailto:Reyna.Escobar@seccsda.org)

**Hourly rate:** \$22.14 per hour - \$27.86 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](mailto: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](mailto: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](mailto: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](mailto:mmitroi@lla.org)

**Hourly rate:** \$22.14 per hour - \$27.86 per hour

**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:emunoz@lsak.12com)

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