

# CURRENT SECC JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

## March 30, 2026

*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.*

### Conference Office

#### OFFICE OF EDUCATION

**Administrative Assistant / Registrar / Office Manager. Full-time.** This position serves as Administrative Assistant to the Superintendent of Schools, Registrar for TK–10 schools, and Office Manager for the Office of Education at the Southeastern California Conference. Responsibilities include maintaining school registers and student records, preparing reports and diplomas, coordinating Board of Education and principals' meetings, maintaining compliance records for evaluations and leave tracking, and supporting departmental operations and events and other tasks assigned by the supervisor. Applicants must possess strong organizational and communication skills, the ability to work collaboratively with school leaders and staff and maintain confidentiality. A bachelor's degree or five years of related experience (or equivalent combination) is required. Experience within the Adventist K–12 education system is preferred. For further information, please contact Datha Tickner at 951-509-2306 or [Datha.Tickner@seccsda.org](mailto:Datha.Tickner@seccsda.org).

To begin the application process, please click this link: <https://seccsda.bamboohr.com/careers/38>

**Salary:** \$33.24 – \$34.92 per hour or \$70,668 – \$73,996 per year depending on years of experience and education.

#### OFFICE OF THE TREASURER

**In-house Legal Counsel and Director of Property Services. Full-time.** This position provides legal services as general counsel to Southeastern California Conference, as well as oversees the real property transfers for the Conference. This position will need to possess the ability to work with a variety of individuals around the Conference and be able to work with all the office administrators. We are looking for someone who has an active license with the California State Bar and has experience working on various property acquisitions and dispositions, including setting up and maintaining real property files for all property owned by Southeastern California Conference. Applicants must possess good people skills and have the ability to maintain confidentiality.

To begin the application process, please click this link: <https://seccsda.bamboohr.com/careers/36>

**Salary:** \$82,500 per year (not including significant allowances including COLA and travel)

## Churches

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

### LA SIERRA UNIVERSITY CHURCH

**Food Pantry Supervisor. Part-Time.** La Sierra University Church is seeking a dependable and mission-minded Pantry Supervisor to support the ministry of our La Sierra Food Pantry+. This role ensures safe, consistent, and compassionate food distribution to our community each week by overseeing and participating in weekly distribution, recruiting and supervising volunteer teams, setting up food-packing lines, maintaining proper storage and rotation of food supplies, monitoring refrigerator and freezer temperatures for compliance, assisting with unloading and receiving food deliveries, and supporting basic facility maintenance and building security. The ideal candidate will have a High School Diploma (required), prior food pantry or related experience (preferred), the ability to lift 50+ lbs., climb ladders, and operate a manual pallet jack, and be comfortable working in changing environments and adapting to evolving needs. Other duties may be assigned to support the mission of the pantry. If you are passionate about serving the community and helping provide food security to local families, we invite you to apply. To submit your resume or request more information, please contact the La Sierra University Church finance office at [finance@lasierra.church](mailto:finance@lasierra.church)

**Remuneration: \$22.00 per hour**

### SOUTH BAY SDA CHURCH

**Children's Ministry Coordinator. Part-Time.** The South Bay SDA Church is seeking a passionate and organized Children's Ministry Coordinator to lead and grow our ministry to children and families. Key responsibilities include planning, coordinating, and overseeing weekly children's ministry programs (e.g., Sabbath School, midweek gatherings, special events). Preferred background in education, child development, or ministry leadership. If interested, please send your resume and application to Pastor Raymond Sasa at [Raymond.sasa@seccsda.org](mailto:Raymond.sasa@seccsda.org).

**Remuneration: \$23.45 per hour - \$29.30 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).

**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 looking for a 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](mailto:mmitroi@lla.org)

**Hourly rate: \$20.64 per hour**

## MESA GRANDE ACADEMY CHILDREN'S CENTER

**Preschool Teacher. On-Call.** Mesa Grande Academy Children's Center is looking for an on-call, fully qualified teacher who loves working with children and their families. Candidates 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).

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

## EDUCATION DEPARTMENT

### 2025-2026 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 Aide. Part Time.** La Sierra is seeking a dedicated, flexible, caring and energetic individual who is committed to supporting our school community. The ideal candidate will enjoy working with children in grades K-12 and demonstrate a heart for service, a love for learning and a desire to help students grow academically, socially and spiritually. This position plays a vital role in assisting teachers, providing supervision, supporting student academic/behavioral interventions, and fostering a positive school environment. Interested individuals should submit a resume and employment application to Victoria Karsten at [vkarsten@lsak12.com](mailto:vkarsten@lsak12.com).

**Hourly Rate:** \$18.44 per hour

## LOMA LINDA ACADEMY

**Accounting Clerk. Full-time.** The Loma Linda Academy Business Office is looking for an accounting clerk to provide customer service at the front counter. The ideal candidate will have at least 1-2 years of office experience and display a smile, kindness, and willingness to help each customer in every situation. Duties include taking payments and providing receipts, tracking payments for events, tours, and field trips and reconciling Excel spreadsheets for those payments. The accounting clerk will also prepare bank deposits, count cash and checks, sell scrip certificates, distribute mail, answer telephone calls, and open and close the office. In addition, the clerk will process tuition aid applications and Partnering for Eternity reports. A high school diploma is required. For information, please contact Claudia Hernandez, Assistant Business Administrator, at (909) 796-0161 x 3351 or by email at [chernandez@lla.org](mailto:chernandez@lla.org).

**Hourly rate:** \$20.24/hr - \$27.33/hr.

**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](mailto:ggutierrez@lla.org).

**Hourly rate:** \$17.63 - \$24.54 per hour

**Senior Maintenance Technician. Full-time.** The Loma Linda Academy Plant Services Department is looking for an experienced maintenance technician. The ideal candidate will have at least 2-3 years of maintenance experience with knowledge of a trade, such as carpentry, electrical, plumbing, or concrete. A high school diploma is required. This person will be responsible for general maintenance of school facilities and grounds. For more information, please contact Gerson Gutierrez, Plant Services Director, at (909) 796-0161 x3700 or by email at [GGutierrez@lla.org](mailto:GGutierrez@lla.org).  
**Hourly Rate:** \$22.46 - \$29.03 per hour

**Study Hall Monitor. Part Time.** Loma Linda Academy is seeking a dependable and supportive Study Hall Monitor to supervise students during assigned study hall periods. The ideal candidate helps maintain a quiet, respectful environment that supports learning while ensuring student safety. The ideal candidate will, supervise students during study hall periods, maintain a calm, orderly, and respectful environment, encourage appropriate use of study time, monitor student behavior and address minor concerns as needed, communicate concerns to the appropriate school staff, and follow school policies and procedures. If interested, submit a completed SECC employment application and resume to Robin Banks, High School Principal, at [rbanks@lla.org](mailto:rbanks@lla.org).  
**Hourly Rate:** \$17.97/hr - \$20.74/hr

**Teacher's Aide/Supervisor/Crossing Guard. Part Time.** Loma Linda Academy is seeking patient, flexible, caring, and energetic candidates for a part time Teacher's Aide/Supervisor/Crossing Guard. 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. 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 Rachel Romero, Elementary Vice Principal at [romero@lla.org](mailto:romero@lla.org)  
**Hourly Rate:** \$17.97/hr - \$20.74/hr

## ORANGEWOOD ACADEMY

**Teacher's Aide. Part-time.** Orangewood Academy is seeking a part-time Teacher's Aide to support a multi-grade classroom in a caring, Christ-centered school community. The Teacher's Aide will work closely with the lead teacher to support daily instruction, assist with small groups, provide supervision, and help foster a positive learning environment. The ideal candidate is patient, flexible, dependable, and a team player who genuinely loves working with children and is committed to supporting students' academic, social, and behavioral growth. If interested, please email your resume and references to Zaidy Olivarria, Principal, email: [zolivarrria@orangewoodacademy.com](mailto:zolivarrria@orangewoodacademy.com)  
**Hourly Rate:** \$17.63 - \$20.39

## REDLANDS ADVENTIST ACADEMY

**Teacher Aide. Part-time.** Seeking a dedicated and compassionate individual who is committed to supporting our school community. The ideal candidate will enjoy working with children and demonstrate a heart for service, a love for learning, and a desire to help students grow academically, socially, and spiritually. This position plays a vital role in assisting teachers, providing supervision, supporting student academic/behavioral interventions, and fostering a positive school environment. Interested individuals should submit a resume and employment application to Nathalie Mazo at [nmazo@redlandsacademy.org](mailto:nmazo@redlandsacademy.org).  
**Hourly Rate:** \$18.44- \$24.17 per hour (wages based on experience)

# EDUCATION DEPARTMENT

## 2026-2027 School Year

### LOMA LINDA ACADEMY

**High School Vice-Principal. Full-time.** Seeking a collaborative leader who is detail-oriented and has a passion for working with young people. The vice-principal supports the high school administrative team in creating a safe and supportive environment for all students, helping with the implementation of curriculum, and supporting staff with a variety of initiatives and day-to-day needs. Responsibilities include student discipline, fostering a well-balanced environment that promotes spiritual and academic growth while providing opportunities for service, social development, and physical activity as well as overseeing various aspects of student life. The ideal candidate will demonstrate exceptional management and leadership abilities, strong interpersonal skills, and a proven capacity to build and maintain positive relationships with students, families, staff, and other stakeholders. They will uphold the school's mission and model the highest standards of professional and collegial conduct.

Applicants must have at least a bachelor's degree and NAD Teacher and Administrator Certification; a master's degree is preferred.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/39>. For more information you can contact Robin Banks, High School Principal, at [rbanks@lla.org](mailto:rbanks@lla.org).

**Salary:** \$59,878 - \$84,786 depending on years of experience and NAD Certification

### MESA GRANDE ACADEMY

**Grade 5-12 Band Teacher. Part-time.** Mesa Grande Academy is seeking a part-time Band teacher for the 2025-2026 school year and forward. Duties include: 5-6 band class (2x/week), 7-8 band class (2x/week), 9-12 band class (5x/week), periodic performances as constituent churches, and a music tour/field trip. We are looking for enthusiastic candidates who can motivate students in positive ways as they help students to pursue excellence in music. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x101 or email your resume, certificated application, and spiritual commitment to [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org).

**Salary:** \$19,294 - \$27,324, depending on years of experience and NAD certification

### OCEANSIDE ADVENTIST ELEMENTARY

**Transitional Kindergarten / Kindergarten Teacher. Full-time.** Oceanside Adventist Elementary is seeking a passionate TK/K Teacher to lead our early learning classroom in a caring, Christ-centered school community. The TK/K Teacher will cultivate a warm, engaging environment that supports students during their foundational years of development. This role fosters a supportive classroom that balances academic excellence with social emotional growth and hands-on learning experiences. The ideal candidate will be a collaborative educator who is committed to nurturing the whole child and helping students grow academically, socially, and spiritually. This teacher will work alongside a supportive team to create a positive, Christ-centered learning environment that values community, encouragement, and strong relationships with students and families. Applicants must have at least a bachelor's degree and ideally a NAD Teaching Certificate or willing to obtain one.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/42>. For more information you can contact Stephen Zurek, Associate Superintendent, email: [Stephen.Zurek@seccsda.org](mailto:Stephen.Zurek@seccsda.org) or Taylor Haugen, Principal, email: [thaugen@myoae.com](mailto:thaugen@myoae.com).

**Salary:** \$64,428 - \$91,286 depending on years of experience and NAD Certification