



Memo

Date: February 3, 2020

To: Pastors/Administrators and department heads

CC: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

The Board of Directors of **Pinecrest Academy** is conducting a global search to engage qualified candidates in order to select the next **head of school** to begin in the summer of 2020. The ideal candidate will not only be an educator who is passionately committed to the Catholic mission of the school, but this person will also desire to become a long-term leader who is fully integrated into our community. We invite those who are interested in applying for this position to visit <https://www.pinecrestacademy.org/about/head-search>.

St. Thomas the Apostle, located in Smyrna, has an immediate opening for a parish **business manager**. The parish business manager is responsible for all accounting and budget activities for the parish, management of several employees, facilitating all HR processes and management of facilities operations. Implementation of all accounting and payroll processes, posting and reconciliations, monthly and annual reporting are required. This is a full-time salaried position requiring a BA/BS in a related field and a minimum of five years of progressively responsible accounting and managerial experience. Please send a cover letter and resume with salary requirements to gmartin@stthomastheapostle.org.

Our Lady of the Assumption Catholic School, serving PK-8 and located in Brookhaven, seeks **teachers** for the 2020-2021 school year. Teacher certification required. OLA is a drug-free workplace and offers a competitive salary and full benefits package. Cover letter and resume may be submitted via email to lcordell@olaschool.org. **No phone calls please.**

St. Pius X Catholic High School is seeking qualified **teachers** for the 2020-2021 school year in all fields, especially for all levels of French and various computer science teaching positions within the Business and Computer Science Department. A bachelor's degree in computer science is desired. Experienced computer science teachers or computer science professionals

working on their teacher certification are encouraged to apply. Subjects include AP Computer Science Principles, AP Computer Science A, Computer Applications and Web Design. Also, teachers for Computer Publishing and Graphics (Adobe Photoshop and Animate) and Media Tech (Video editing with Adobe Premiere and After Effects). Certified teachers who can teach Accounting, Business Law or Marketing are also requested. Potential for appointment or promotion to the department chairperson. St. Pius X is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in teaching in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, at mfree@spx.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of February. Thank you.