



Memo

Date: February 4, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Queen of Angels Regional Catholic School, a K-8 elementary school located in Roswell, GA, welcomes applications for a full-time **Music Teacher** for the 2019-2020 school year. Teaching certification required. We offer a competitive salary, full time benefits package and a family-like working environment. Queen of Angels is a drug-free environment in full compliance with federal statutes for non-discrimination in its employment practices. Please email cover letter and resume to Dr. Jamie Arthur, Principal at jarthur@gaschool.org.

St. Thomas Aquinas Catholic Church has an immediate opening for a part-time **Faith Formation Registrar/Administrative Assistant**. This position reports to the Religious Education Coordinators. Primary job responsibilities include, but are not limited to processing faith formation and Confirmation registrations; maintaining the class database system, assisting and supporting various faith formation ministries and minor bookkeeping. Must have a strong working knowledge of the Catholic Church and its teachings, previous administrative experience, organizational skills, working knowledge of Microsoft Office and excellent verbal and written communication skills. Fluent in English and Spanish and working knowledge of Parish Soft are preferred. If interested, please submit resume and references to Anne Renkes at arenkes@sta.org.

Blessed Trinity Catholic High School has an opening for an **Assistant Principal**. Blessed Trinity is a Catholic co-educational school of the Archdiocese of Atlanta, with 1,000 students in grades 9-12, located in Roswell, Georgia. The right candidate is require to be a practicing Catholic, have a minimum of three years successful high school teaching experience, a master's degree in educational leadership or equivalent and the ability to work closely with the administrative team, guidance counselors, students and parents. Main duties include, but not limited to managing the academic progress and

discipline for a portion of our student population; providing instructional support concerning assessments; working with the Academic Council on curriculum development and other school matters and registrar in the scheduling process; supervising evening and weekend activities; working with the Principal to develop meeting agendas and preparing presentations. This is a 12-month position beginning July 1, 2019. Send letter of interest and resume to Ms. Cathy Lancaster to dpelitera@btcatholic.org. **The application deadline is March 1, 2019.**

Blessed Trinity Catholic High School is seeking a **Science Teacher** for the 2019-2020 school year. Candidates must have prior high school teaching experience. Candidates must have a bachelor's degree in biology, chemistry or physics education and certification in Georgia. A master's degree is preferred. This position also requires contributing to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Cathy Lancaster, Principal, at resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking a **Math Teacher** for the 2019-2020 school year. Candidates must have prior high school teaching experience, a bachelor's degree in mathematics or mathematics education and certification in Georgia. A master's degree is preferred. This position also requires contributing to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Cathy Lancaster, Principal, at resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking an **English Teacher** for the 2019-2020 school year. Candidates must have prior high school teaching experience, a bachelor's degree in English or English education and certification in Georgia. A master's degree is preferred. This position also requires contributing to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Cathy Lancaster, Principal, at resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking a **Latin Teacher**. Candidates must have prior high school teaching experience, a bachelor's degree in Latin and certification in Georgia. A master's degree is preferred. This position also requires contributing to the school community in other ways, including

coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Cathy Lancaster, Principal, at resumes@btcatholic.org.

St. Thomas More Catholic School, located in Decatur, GA, seeks a **Principal** for the 2019-2020 school year. St. Thomas More Catholic School enrolls 480 students with a dedicated and professional staff of 37. A twice-recognized U.S. Department of Education Blue Ribbon School of Excellence, we are fully accredited through AdvancEd's district-wide accreditation of the Archdiocese of Atlanta. The successful candidate will be a practicing Catholic in full communion with the Church; hold a minimum of a master's degree in educational leadership, have a minimum of three to five years of Catholic school administrative experience; superior communication skills; collaborative leadership style to lead others in the mission of a Jesuit-sponsored parish Catholic school; be knowledgeable in current areas of pedagogy and professional development and exhibit excellent instructional leadership. The St. Thomas More is a drug-free workplace environment. Send resume and letter of interest with three references by March 4, 2019 to: Diane Starkovich, Ph.D. Superintendent of Schools via email at dstarkovich@archatl.com or mail to the Archdiocese of Atlanta, 2401 Lake Park Drive S.E., Smyrna, Georgia 30080-8862.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of February 2019. Thank you.