



# Memo

**Date:** February 10, 2020  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Holy Redeemer Catholic School**, a K through 8th regional school located in Johns Creek, seeks an **assistant principal** beginning July 1. Candidates must be practicing Catholics in good standing. Additional requirements include a minimum of a master's degree in Educational Administration or Curriculum and Instruction; a minimum of three years of Catholic school experience; excellent communication skills; knowledge in current areas of professional development and excellent instructional leadership. Holy Redeemer offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Send resume and letter of interest to Lauren Schell, Principal, Holy Redeemer Catholic School, 3380 Old Alabama Road, Johns Creek, GA 30022 or to [lschell@hrcatholicsschool.org](mailto:lschell@hrcatholicsschool.org). **No phone calls, please.**

**Holy Redeemer Catholic School**, a K through 8 elementary school in Johns Creek, is accepting **teacher applications** for the 2020-2021 school year. Teaching certification required. Holy Redeemer offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Send resume and letters of interest to Lauren Schell, Principal, Holy Redeemer Catholic School, 3380 Old Alabama Road, Johns Creek, GA 30022 or to [lschell@hrcatholicsschool.org](mailto:lschell@hrcatholicsschool.org). **No phone calls, please.**

**St. John Vianney**, a parish located in Lithia Springs, has a full-time position for a **director of music**. The ideal candidate has a degree in music and is proficient in playing piano and organ. This position is responsible for the music at three Masses on the weekend, a children's choir, a men's choir and a traditional choir. Candidates must have a passion for music and the praise it brings to our Lord. Please email your resume to Chris Butler at [cbutler@sjvpar.net](mailto:cbutler@sjvpar.net).

**St. John Neumann Regional Catholic School** is seeking a middle school **social studies teacher** for the 2020-2021 school year. Candidates must have prior middle school teaching experience, a bachelor's degree in middle grades social studies education and certification in the State of Georgia. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including sponsoring clubs or taking on additional responsibilities. St. John Neumann is approved as a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom, [jbroom@sjnracs.org](mailto:jbroom@sjnracs.org).

**St. John Neumann Regional Catholic School** is seeking a **director of student enrollment, records and family support** for the 2020-2021 school year. This full-time, non-exempt position, reports directly to the principal. The candidate for this position must have a bachelor's degree in communication or related field, admissions or related experience in a school setting and a passion for Catholic education. We are hoping to hire a person with strong communication skills, who speaks both English and Spanish, is computer savvy with experience in database software and word processing, is organized and has a collaborative nature. St. John Neumann is approved as a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom, [jbroom@sjnracs.org](mailto:jbroom@sjnracs.org).

**St. John Neumann Regional Catholic School** is seeking a 2nd-8th grade part-time **computer teacher** for the 2020-2021 school year. Candidates must have prior teaching experience. Bachelor's degree in education and certification in the State of Georgia required. A requirement of the job is to contribute to the school community in other ways, including sponsoring clubs or taking on additional responsibilities. St. John Neumann is approved as a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom, [jbroom@sjnracs.org](mailto:jbroom@sjnracs.org).

**St. John Neumann Regional Catholic School** is seeking a middle school **language arts teacher** for the 2020-2021 school year. Candidates must have prior middle school teaching experience. Bachelor's degree in middle grades language arts education and certification in the State of Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including sponsoring clubs or taking on additional responsibilities. St. John Neumann is approved as a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom, [jbroom@sjnracs.org](mailto:jbroom@sjnracs.org).

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