



Memo

Date: March 9, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Joseph Catholic School, a National Blue Ribbon School of Excellence, is accepting applications for a **certified elementary school teacher** for the upcoming school year. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. This position is a full-time position and offers a competitive salary with benefits. If you are interested in working in a faith-based community setting, please send a cover letter and resume to Dr. Patricia Allen, Principal, at pallen@stjosephschool.org.

St. Pius X Catholic High School, a Catholic college-preparatory school, is in need of a long-term **substitute English teacher** beginning August 1, 2020, for English I Honors and American Literature. Qualified candidates must have a master's degree or a Bachelor of Arts degree in English and a current Georgia teaching certificate in English. Previous long term teaching experience with a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st-century skills is preferred. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. Please apply via email with a cover letter and a detailed resume to Mrs. Marsha Free, Executive Assistant to the Principal, at mfree@spx.org. **No phone calls please.**

Metro Atlanta Catholic School seeks a part-time **middle school mathematics teacher** to fill a vacancy from March through May 21, 2020. Interested candidates should submit a letter of interest and resume to the attention of Marquita Richburg at the Office of Human Resources to mrichburg@archatl.com. **No phone calls please.**

Holy Family Preschool in Marietta is seeking an experienced **Pre-K lead teacher** for the 2020-21 school year. This teacher also works directly with our Pre-K Plus students, preparing them well for kindergarten through an enriched

second year of Pre-K. Qualified candidates must have a positive and nurturing attitude and enjoy helping children develop and grow in a loving, Catholic environment. A degree in education or a related field plus teaching experience is preferred. Candidates also should have excellent communication skills and display creativity and an ability to integrate disciplines to create rich learning experiences. Holy Family offers ongoing professional development and a creative, dynamic and joy-filled working environment. To apply, email resume to Director Kate Viets, kviets@holyfamilycc.org.

Holy Family Preschool in Marietta is seeking **preschool teachers**, lead, assistant and substitute positions available for the 2020-21 school year as well as substitutes for the current year. Qualified candidates must have a positive and nurturing attitude and enjoy helping children develop and grow in a loving, Catholic environment. A degree in education is ideal but not required. A degree in a related field and experience working with children is preferred. Holy Family offers ongoing professional development and a creative, dynamic and joy-filled working environment. To apply, email resume highlighting work or volunteer experience with the very young to Director Kate Viets, kviets@holyfamilycc.org.

St. Peter Claver Regional Catholic School is seeking a part-time **director of student enrollment and admissions** for the 2020-21 school year. The candidate for this position must have a bachelor's degree in communications or related field, admissions or related experience in a school setting, a love of children and a passion for Catholic education. We seek an individual with excellent written and verbal skills and the desire to collaborate in a team environment. Fluency in Spanish is desirable but not required. Candidate must be computer proficient with experience in database software and word processing. Interested and qualified candidates should email a cover letter, resume and references to Susanne Greenwood, sgreenwood@spc-school.org.

St. Pius X Catholic High School and the Archdiocese of Atlanta seek a **president for the school** beginning July 1, 2020. St. Pius X, a college preparatory high school located in north Atlanta, serves a student body of approximately 1,100 students in grades 9-12 with a professional staff of 135 teachers and support staff members. Since its founding in 1958, the school proudly recognizes more than 12,000 alumni who have been formed in the tradition of St. Pius X, Domini Sumus, "We are the Lord's!" The president serves as the chief executive officer of the school and provides overall leadership and vision in order to achieve the school's unique Catholic mission. The president reports directly to the superintendent of schools. As the overall leader of the school, the president serves as a role model for staff and students and bears ultimate responsibility for the integration of faith and learning within the school. The president oversees faith community affairs, academic affairs and student affairs through the principal. The president is responsible for ensuring sufficient resources and enrollment for the school through direct oversight of the external affairs of the school: business affairs and institutional advancement including: fund-raising, communication, community relations and enrollment management activities. The president acts as the primary liaison between the school, the Advisory Council, the Archdiocese of Atlanta, partner parishes and schools, and the broader Atlanta community. The president, ultimately, is responsible for the successful overall operation of the

school through effective marketing, enrollment and resources, effective planning and delegation of responsibilities to the administration, faculty and staff. The successful candidate will be a practicing Catholic in good standing. Additional requirements include: hold a minimum of a master's degree in educational leadership (or its equivalency); a minimum of five to seven years of Catholic school administrative experience; superior communication skills; a collaborative leadership style; the ability to continue the welcoming, community spirit that is a hallmark of the school; experience in fund-raising, friend-raising and strategic planning; and motivational skills to work with teams of exceptional and dedicated constituents who support and embrace the mission of Catholic education in the Archdiocese of Atlanta. To learn more about St. Pius X Catholic High School, please visit the school's website at www.spx.org. Interested candidates should send a resume, letter of interest, salary requirement and a statement of educational philosophy and leadership practice by Friday, April 3, to Dr. Diane Starkovich, Superintendent of Schools, Archdiocese of Atlanta, 2401 Lake Park Drive S.E., Smyrna, Georgia, 30080-8862 or dstarkovich@archatl.com. **No phone calls please.**

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