



# Memo

**Date:** April 15, 2019  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Our Lady of the Assumption Catholic School**, a Catholic Pre-K through eighth grade school located in Brookhaven, seeks a full-time **Art Teacher** for the 2019-2020 school year. Applicants should possess a current teaching certificate. OLA Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume via email to [lcordell@olaschool.org](mailto:lcordell@olaschool.org). **No phone calls please.**

**Christ the King Catholic School**, a K-8 Archdiocesan parish school located in the Buckhead community of North Atlanta, GA is seeking an **Assistant Principal** for the 2019-2020 school year. The Assistant Principal reports directly to the Principal and assists the Principal in the general operation and leadership of the school, along with student discipline, scheduling and school safety protocol. The successful candidate will be a thoughtful, experienced educator who demonstrates the following qualities: be a practicing Catholic in good standing who has a personal commitment to Catholic education, have a current master's degree in educational administration and at least 5 years of successful Catholic school experience as a teacher, along with previous experience and demonstrated effectiveness as a Catholic school administrator. Annual compensation will be commensurate with experience. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants may obtain the professional educator application via website at [www.christking.org](http://www.christking.org). Please send cover letter and resume to Shaun Bland, Interim Principal, at [sbland@christking.org](mailto:sbland@christking.org).

**Mary Our Queen** in Peachtree Corners, GA has an immediate opening for a part-time **Director of Faith Formation**. This position is responsible for all facets of faith formation, including but not limited to: recruiting and training

volunteer catechists for K-12 and overseeing Life Teen, EDGE, RCIA, and sacramental preparation programs. Qualified candidate must be a practicing Catholic in good standing and invested in its teachings; proficient in technology preferably Microsoft Office; have excellent interpersonal, organizational and communication skills, and work well with families within the community and staff. This position requires a flexible schedule that includes working weekends, evenings, and some holidays to support year round programming. A degree in education or theology with five years' experience is preferred. Please email cover letter and resume to [jsbell@maryourqueen.com](mailto:jsbell@maryourqueen.com).

**St. Joseph Catholic School**, a National Blue Ribbon School of Excellence, is accepting applications for a certified **Gifted Language Arts Teacher** for the 2019-2020 school year. Major teaching responsibilities would include instructing accelerated students in grades 3-8 in the subject areas of reading and English. This position is a part-time position for an energetic, creative individual, and offers a competitive salary. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested in working in a faith-based community setting, please send a cover letter and your resume to Dr. Patricia Allen, Principal, at [pallen@stjosephschool.org](mailto:pallen@stjosephschool.org).

**Our Lady of Victory Catholic School** in Tyrone, GA, has an opening for a part-time (20 hrs.) **Business Manager**. The Business Manager manages all aspects of the student billing and collections process, reconciles general ledger accounts on a monthly basis, processes all vendor invoices and assists the Principal with all other financial operations of the school. Our Lady of Victory is a drug-free work environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send resume to Alejandra Gordon at [agordon@olvpatriots.org](mailto:agordon@olvpatriots.org).

**St. Joseph Catholic Parish School** in Athens, GA is seeking a part-time **Music Teacher** for the 2019-2020 school year. This position instructs students in grades PK-8 and leads the choir during weekly school Masses. We welcome innovative teachers who wish to build the program! A degree in music and/or education and a teacher certification are required. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send a resume and letter of interest to Theresa Napoli, Principal, at [theresa.napoli@sjsathens.org](mailto:theresa.napoli@sjsathens.org).

**Our Lady of Mercy Catholic High School** in Fayetteville, GA seeks a certified **College Counselor** for the 2019-2020 school year. The ideal counselor should demonstrate the following qualities: be a practicing Catholic with the desire to work in a team environment, have knowledge of working with students with special needs, be able to teach and have thorough working knowledge of Naviance software and assist students and families with the successful use of this tool, and develop and maintain professional relationships with college

representatives. In addition, this position should provide individualized support to students and families in selecting schools and navigating the application process, provide information sessions and support for families in understanding the college application process and financial assistance programs, organize and disseminate information on scholarship opportunities for students, and assist students with applications for scholarships. Our Lady of Mercy offers a competitive salary and benefits package in a drug-free setting and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send a cover letter with resume via email to Bill Dooley, Principal, at [bdooley@mercyatholic.org](mailto:bdooley@mercyatholic.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 April 2019. Thank you.