



# Memo

**Date:** July 17, 2017  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**St. Pius X Catholic High School** is seeking a part time **Professional School Counselor** to begin the 2017-2018 school year. Candidates should have a master's degree in counseling/social work with a minimum two years of experience in a direct counseling position. Experience with college admissions preferred. Ideal candidates are individuals committed to the mission of Catholic schools. Please send cover letter, resume and letters of recommendation to [mfree@spx.org](mailto:mfree@spx.org).

**Queen of Angels Catholic School**, a K-8 regional Catholic school located in Roswell, GA, seeks a **Permanent Substitute for the Middle School Social Studies Teacher** for the 2017-2018 school year. The Social Studies Teacher reports directly to the Principal, and assists him/her in implementing the Social Studies curriculum and program. The successful candidate will be a thoughtful, experienced educator who is a practicing Catholic in good standing with a personal commitment to Catholic education; certified educator or have experience in teaching middle school social studies; and have strong classroom management, organization, technology and communication skills. Interested applicants should send a cover letter and resume or CV to the attention of Dr. Jamie Arthur, Principal, Queen of Angels Catholic School at 11340 Woodstock Road, Roswell, GA 30075 or electronically to [jarthur@qaschool.org](mailto:jarthur@qaschool.org).

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Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of July 2017. Thank you.