



Memo

Date: October 7, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Blessed Trinity Catholic High School has an immediate opening for a **Math Teacher** for the 2019-2020 school year. Candidates must have prior high school teaching experience. Bachelor's Degree in Mathematics or Mathematics Education and certification in the State of Georgia required. Preference is given to those with a master's degree. Ability to teach AP Statistics, Calculus and Algebra 1 is necessary. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs, or taking on additional responsibilities. Ability to coach tennis would be a plus. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume, and references to: Ms. Nan Barrett, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

Holy Family Catholic Church in Marietta has an immediate need for a **Nursery Coordinator** for our Sunday nursery. Qualified candidates should have previous experience working with children and be available on Sundays from 8am to 2pm. Please send your cover letter and resume to Kathleen Daigle at kdaigle@holyfamilycc.org.

Christ the King Catholic School, a K-8 Archdiocesan parish school, located in the Buckhead community of Atlanta, GA seeks a part-time **Guidance Counselor** for the 2019-2020 school year. Applicants should possess certification and a master's degree in counseling. Professional Educator application may be obtained via website at www.christking.org. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please email letters of interest, application, and resumes to mbryan@christking.org.

St. John the Evangelist Catholic School, a PK–8th grade National Blue Ribbon School of Excellence, has an immediate opening for a **Long Term Substitute Resource Teacher**. Job responsibilities include working with small groups of students, employing a variety of techniques to reach students who learn differently, conducting regular progress monitoring, and collaborating with teachers through the Student Success Team. Interested candidates should submit a resume via email to jobs@sjecs.net.

The Immaculate Heart of Mary Catholic School conveniently located off I-85 in northeast Atlanta, is looking for **After School Program Staff** for the current school year. Candidates should be 18 years or older and enjoy being around children. Previous experience working with children is preferred, but not required. The hours are M, T, Th, F from 3-6pm and Wednesdays from 2-6pm. You can commit to 2 days, 3 days or all 5 days a week. A background and drug screening will be required. Interested and qualified candidates should contact John Schmarkey, ASP Director, at jschmarkey@ihmschool.org.

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