



# Memo

**Date:** June 11, 2018  
**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**, an archdiocesan school, seeks a full time and dedicated **Facilities Maintenance Staff Member** to help with daily operations of the physical plant and busy school schedule. This position reports to the Plant Manager and Director of Operations, will work daily from 10:00 a.m.-6:00 p.m. and be willing to work nights and weekends. Responsibilities include, but are not limited to: set up and teardown events and functions; help keep the campus clean; be another level of security; routine repairs and preventative maintenance of facilities equipment; report issues to the Plant Manager and coordinate with faculty and staff to perform duties with least impact on academic schedule. Qualified candidates will have good work ethic, working knowledge of mechanical and physical plant equipment, positive attitude, communicate effectively with others, prioritize tasks without ignoring needs, work proactively and independently, be reliable, willing to take direction, attentive to details and able to lift 50 pounds. Must have a high school diploma or equivalent. Prior experience in building maintenance preferred. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination employment practices. Please email Marsha Free at [mfree@spx.org](mailto:mfree@spx.org).

**St. Joseph Catholic School**, a National School of Excellence, is seeking a part time **Administrative Assistant** to work three days per week. The primary responsibilities of this position are to maintain school records and assist visitors to the school. Qualified candidates will have experience working in an educational setting, excellent oral and written communication skills, high level of organization, working knowledge of computer programs, and high degree of confidentiality. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination employment

practices. Please submit resume to Dr. Patricia Allen by email at [pallen@stjosephschool.org](mailto:pallen@stjosephschool.org) or fax to 770-424-2960.

**St. Peter Claver Regional Catholic School** in Decatur, GA, seeks a full time **Guidance Counselor** for the 2018-2019 school year. Applicants should possess certification and minimum of a bachelor's degree in school counseling. Experience preferred, but not required. Also sought are individuals to join the Substitute Pool. Send cover letter and resume to Susanne Greenwood, Principal, at [sgreenwood@spc-school.org](mailto:sgreenwood@spc-school.org) or 2560 Tilson Road, Decatur, GA 30032.

**Holy Redeemer Catholic School** in Johns Creek, GA is seeking a full time **Guidance Counselor** for the 2018-2019 school year. Holy Redeemer has an enrollment of approximately 500 students and serves grades K-8. Applicants should possess certification and a minimum of a bachelor's degree in school counseling. Experience preferred but not required. Send cover letter and resume to [lschell@hrcatholicsschool.org](mailto:lschell@hrcatholicsschool.org).

**Our Lady of Victory Catholic School** is seeking a part time **Math Teacher** for grades 6-8. The successful candidate must be certified and have a willingness to work in a faith-filled environment. Send resume to [gwilkerson@olvpatriots.org](mailto:gwilkerson@olvpatriots.org).

**Our Lady of the Assumption Catholic School**, a Catholic pre-K through eighth grade school located in Brookhaven, seeks a full time **Elementary Guidance Counselor** for the 2018-2019 school year. Applicants should possess certification and a minimum of a bachelor's degree in school counseling. Experience is preferred but not required. Cover letter and resume may be submitted to [lcordell@olaschool.org](mailto:lcordell@olaschool.org). **No phone calls please.**

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of June 2018. Thank you.