



Memo

Date: July 10, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Joseph Catholic Parish School in Athens, Ga. is seeking a P/T **Music Teacher** for the 2017-18 school year. Certification and prior school experience preferred. Send resumes to principal@sjsathens.org **No phone calls please.**

Queen of Angels Catholic School, a K-8 Regional Catholic School located in Roswell, GA, seeks a **Religion Coordinator** for the 2017-18 school year. The Religion Coordinator reports directly to the principal and assists the principal in all matters concerning the faith life and formation of the school community. The successful candidate will be a thoughtful, experienced educator who demonstrates the following qualities: is a practicing Catholic in good standing who has a personal commitment to Catholic education; has a current master's degree in theology of religious education or master/advanced catechetical certification from the archdiocese; is a certified educator or has experience with students in a school setting; has experience in liturgy planning, spiritual direction/counseling; has strong managerial, organizational, leadership, technology, and communication skills. Annual compensation will be commensurate with experience. Send a cover letter and resume or CV to the attention of Jamie Arthur, Principal, Queen of Angels Catholic School, 11340 Woodstock Rd., Roswell, GA 30075 or electronically to jarthur@qaschool.org.

Queen of Angels Catholic School, a K-8 Regional Catholic School located in Roswell, GA, seeks a **Spanish Teacher** for the 2017-18 school year. The Spanish Teacher reports directly to the principal and assists the principal in implementing the Spanish curriculum and program. The successful candidate will be a thoughtful, experienced educator who demonstrates the following qualities: is a practicing Catholic in good standing who has a personal commitment to Catholic education; is a certified educator or has experience with students in teaching elementary and middle school Spanish; has strong classroom managerial, organizational, technology, and communication skills. Annual compensation will be commensurate with experience. Send a cover letter and resume or CV to the attention of Jamie Arthur, Principal, Queen of

Angels Catholic School, 11340 Woodstock Rd., Roswell, GA 30075 or electronically to jarthur@qaschool.org.

Immaculate Heart of Mary School, conveniently located just off I-85 in DeKalb County, is looking for **After School Care program** staff and **substitute teachers**. The hours for After Care staff are 3-6 p.m. Monday, Tuesday, Thursday, Friday and 2-6 p.m. on Wednesdays. Some flexible scheduling is possible. Substitutes are needed for all grade levels and candidates must have a bachelor's level degree. Please send letter of interest and resume to: Kellie DesOrmeaux, principal, at kdesormeaux@ihmschool.org.

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.