



Memo

Date: August 31, 2020

To: Pastors/Administrators and department heads

CC: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

Holy Spirit Preparatory School has an immediate open position for a part-time **Extended Stay Program (ESP) assistant**. This position is for the 20-21 school year. The program is anticipated to operate from 3 to 6 p.m. each day there is school. These hours may change due to school schedule changes related to the COVID-19 pandemic. This position plans, organizes and directs the daily activities of the Holy Spirit Prep's ESP. The position assists with supervision of students and creates a safe, enjoyable and educational atmosphere for staff and participants. This person reports to the ESP director. Qualified candidates with extensive experience working with youth in a school setting will also be considered. Required qualification include two years of relevant experience; knowledge of Microsoft Word; ability to supervise high school/college age staff and discipline when necessary; interest in promoting the positive image and growth of Holy Spirit Prep. To apply, please visit <https://holyspiritprep.org/About/JoinOurTeam/>.

Holy Spirit Preparatory School is seeking a highly qualified, enthusiastic, motivated individual to join as a **preschool assistant** beginning the 2020-21 school year. This position is part-time: 3-days per week. Key responsibilities include assisting the lead teacher with classroom responsibilities, including teaching and classroom management; enforcing rules of behavior for children in their classrooms; providing basic needs for children; providing tools and resources for children to use and explore during learning and play activities; developing and maintaining positive relationships with children and parents; modeling virtuous behavior in accord with the teachings of the Roman Catholic Church; modeling effective teacher/parent partnership through timely

communication with parents in support of student learning. Please send resumes to Alex Sullivan, asullivan@holyspiritprep.org.

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