



Memo

Date: April 5, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Pius X Catholic High School seeks part-time **instructional technology and library services assistant**. This position is responsible for facilitating library operations and services and supervising students. Generally M-F 7:30 a.m.-12:30 p.m. Must be comfortable with computers, printers (including large format), laminator, classroom and circulating technology tools; willing to learn new skills and technology; excellent communicator, organized, self-starter; experienced with Google Workspace and Microsoft Office. Library circulation software experience preferred. Send resume and cover letter to Marsha Free mfree@spx.org. **No phone calls, please.**

Holy Spirit Preparatory School, a Catholic, independent PreK–12 school in north Atlanta, seeks a **middle school English** and a **middle school ELA teachers** for the 2021-2022 academic year. Candidates must be passionate, orthodox Catholics in full communion with the Holy Catholic Church. Bachelor's degree from an accredited college or university in education or related field preferred. Please click here to apply: <https://holyspiritprep.bamboohr.com/jobs/>.

The Archdiocese of Atlanta's Office of Catholic Schools has an immediate opening for a part-time (up to 28 hours per week) **assistant to the school psychologist**. This position is responsible for supporting the school psychologist in the execution of the psychoeducational assessment process for the catholic schools within the archdiocese's Office of Catholic Schools. Qualified candidates will possess the following: high school diploma or GED; prior work experience in education and working with the public through electronic and print communications; excellent computer skills with a strong working knowledge of Microsoft Office Products (Word, Excel and Outlook);

excellent written and verbal communications skills; strong organizational skills with an ability to multi-task. Must be a self-starter. Interested candidates should respond in writing by forwarding a cover letter (with salary requirements) and resume to catholicjobs@archatl.com. **No phone calls please.**

St. Peter Claver Regional Catholic School in Decatur has openings for the 2021-2022 school year for a lower **elementary teacher** and a **guidance counselor/resource teacher**. We seek mission-driven and engaging teachers who follow best practices and are interested in working in a Christ-centered and family-like environment. Successful candidates should have a bachelor's degree or higher and teacher certification. Kindly submit resume and cover letter to sgreenwood@spc-school.org.

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