



# Memo

**Date:** March 3, 2025  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

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**St. Pius X Catholic High School**, a Catholic college-preparatory school, is in search of **math teachers** for the 2025-26 school year who are qualified to teach AP calculus (AB and BC), AP statistics and pre-calculus. Qualified candidates must have a bachelor's degree or higher in mathematics and current teaching certification in high school mathematics or a desire to pursue Georgia teaching certification. Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate problem-solving skills. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. Please apply via email with a cover letter and detailed resume to Mrs. Marsha Free, executive assistant to the principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls, please.**

**Saint Jude the Apostle Catholic Church** in Sandy Springs, a vibrant parish of over 3,000 families, is seeking a full-time **director of stewardship and development**. The primary focus of this role is to develop and implement comprehensive stewardship programs for the parish and to educate, guide and challenge our parishioners to practice a stewardship way of life. This position collaborates with leadership to manage the parish's annual stewardship of treasure campaign, the Archbishop's Annual Appeal, the parish capital campaign and grant applications. This position also directs a comprehensive donor relations program that promotes donor engagement and recognition at all levels. Qualified candidates will have a bachelor's degree, at least five years of experience in stewardship, philanthropy, fundraising or a related field, and be proficient in Microsoft Office and database management. Must be a practicing Catholic in good standing. Preference given to Saint Jude the Apostle parishioners. Interested candidates, please submit a cover letter with salary expectations and resume to Colleen Tyner, director of operations, at [ctyner@judeatl.com](mailto:ctyner@judeatl.com).

**St. Thomas More School**, a PK4 – 8 grade school in Decatur has an **immediate need** for a **music teacher** for the remainder of the 2024-25 school year. This position can be full or part-time, working 5 half-days per week. Qualified candidates have teacher certification with a minimum of a bachelor's degree in music. Please email your resume to [sbland@stmga.org](mailto:sbland@stmga.org).

**St. Thomas More School** in Decatur is seeking a full-time **licensed registered nurse** for the school clinic to work in the 2025-26 school year. Applicants should be CPR/AED trained with current certifications and knowledge of first aid procedures. Experience as a school nurse is preferred. Please email your resume to [sbland@stmga.org](mailto:sbland@stmga.org).

**St. John the Evangelist Catholic School (SJE)**, a PK-8 three time recognized National Blue Ribbon School of Excellence in Hapeville, is seeking full-time **teachers** for the 2025-26 school year. We offer competitive salaries, a comprehensive benefits package, opportunities for professional development and tuition discounts for children of employees. Teacher certification is required. SJE offers a drug-free environment that is in compliance with federal statutes for non-discrimination in its employment practices. Send cover letter and resume to principal Marlo Mong at [mmong@sjecs.net](mailto:mmong@sjecs.net). **No phone calls please.**

**St. Joseph Catholic Parish School (SJS)** in Athens is seeking a part-time middle school **religion teacher** and a part-time middle school **math teacher** for the 2025-26 school year. These positions can be combined into a full-time role. SJS offers a family-oriented community and drug-free environment that is in full compliance with federal statutes for non-discrimination in its employment practices. Candidates must have current certifications. Send resume, references and letter of interest to principal Dr. Theresa Bangert at [theresa.bangert@sjsathens.org](mailto:theresa.bangert@sjsathens.org).

**St. Joseph Catholic Parish School (SJS)** in Athens is seeking energetic, compassionate, **teachers** to fill full-time positions in grades 2-5 for the 2025-26 school year. SJS offers a family-oriented community and drug-free environment that is in full compliance with federal statutes for non-discrimination in its employment practices. Candidates must have current certifications. Send resume, references and letter of interest to principal Dr. Theresa Bangert at [theresa.bangert@sjsathens.org](mailto:theresa.bangert@sjsathens.org).

**Saint Jude the Apostle Catholic Church** in Sandy Springs seeks a full-time **rectory cook and housekeeper**. This position plans menus and meals, shops for food and supplies, keeps the pantry stocked, maintains appropriate kitchen equipment, manages a budget and provides lunch service Monday - Friday for

the clergy of the house. This role also handles the overall cleanliness of the rectory and keeping an orderly, tidy house by following a regular cleaning schedule. Duties include vacuuming, dusting, mopping, dishwashing, laundry and ironing. Qualified candidates have a cheerful and friendly disposition; proficiency in food safety preparation and cooking; and a minimum of two to five years' experience in restaurant, hotel or hospitality food service. Must be able to be on your feet for extended periods and lift up to 50 lbs. The position has excellent pay with full health benefits, paid vacation and a pleasant work environment. Interested candidates should submit a cover letter with salary expectation and resume to director of operations Colleen Tyner at [ctyner@judeatl.com](mailto:ctyner@judeatl.com).

**Our Lady of the Assumption Catholic School (OLA)**, a PK-8 twice-recognized National Blue Ribbon School of Excellence in Brookhaven, is seeking **teaching assistants** for the 2025-26 school year. Prior experience in a school setting is preferred. Flexible days are available. Includes tuition discount for employee children. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Send cover letter and resume to Mandy Crock, principal, at [mcrock@olaschool.org](mailto:mcrock@olaschool.org). **No phone calls, please.**

**Our Lady of the Assumption Catholic School (OLA)**, a PK-8 twice-recognized National Blue Ribbon School of Excellence in Brookhaven, is seeking full-time **teachers** for the 2025-26 school year. We offer competitive salaries, a comprehensive benefits package, opportunities for professional development and tuition discounts for employee children. Teacher certification is required. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Send cover letter and resume to Mandy Crock, principal, at [mcrock@olaschool.org](mailto:mcrock@olaschool.org). **No phone calls, please.**

**St. Mary's Academy**, a PK4-12 Catholic school in Fayetteville, is seeking a **curriculum coordinator** and a **guidance counselor** for the 2025-26 school year. Both are full-time positions and offer competitive salaries and benefits. Applicants should possess, or be working towards, a valid teaching certificate and bachelor's or master's degree in education. If you are interested in working in a dynamic community setting, please send a cover letter and resume to Principal JoAnn McPherson at [jam@smaschool.org](mailto:jam@smaschool.org).

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