

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** April 7, 2025

**To:** Pastors/administrators and department heads

**Cc:** Parish secretaries

**From:** Marquita Richburg, chief human resources officer, Office of Human Resources

**Re:** Position vacancies

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**St. Thomas More Catholic School** is seeking an experienced **assistant principal** for the 2025-26 school year. This is a permanent, full-time position with benefits, including healthcare and tuition discounts. Qualified candidates will have an educational leadership (or related field) degree. Catholic applicants are preferred. St. Thomas More School is a PreK-8 school located near Atlanta in the city of Decatur. We are a National School of Excellence and a 2020 AJC Top Workplace. Our school offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested in teaching in a faith-based community, please send a cover letter and resume to [sbland@stmga.org](mailto:sbland@stmga.org).

**Christ the King Catholic School** is seeking a **middle school Spanish teacher** for the 2025-26 school year. This position will work alongside and collaborate with the lower school Spanish teacher. The successful candidate will possess a joyful spirit, positive attitude and will be focused on developing the whole-child in a Christ-centered learning environment. Christ the King School is a K-8 independent Catholic school and a parish school for the Cathedral of Christ the King in the Buckhead community of North Atlanta. With 570 students, we are a three-time National Blue Ribbon School of Excellence and a 2024 Cognia School of Distinction. Christ the King offers a competitive benefits package which includes financial support to earn an advanced degree, certification endorsement, professional development opportunities and affordable pre-school starting at 12 months of age. We are a drug-free environment and in full compliance with federal statutes for non-discrimination in its employment. Catholic and non-Catholic applicants are encouraged to apply. The position begins July 1, 2025. Applicants may obtain the employment application online at [www.christking.org](http://www.christking.org). To apply, submit the

application, teaching certificate, cover letter and resume to [mbryan@christking.org](mailto:mbryan@christking.org).

**The Cathedral of Christ the King**, a thriving parish serving nearly 6,000 families in Atlanta, seeks a **liturgy assistant**. This part-time position reports to the director of liturgy and music and oversees the scheduling of clergy to cover all liturgies celebrated at the church, including diocesan liturgies with the Archdiocese of Atlanta. Learn more and apply at <https://cathedralctk.com/employment>.

**Christ the King Catholic School** seeks enthusiastic part-time **teacher assistants** for the 2025-26 school year. Teacher assistants are vital faculty members and support teachers administratively and instructionally. Qualified candidates are joyful, flexible, forward-thinking, responsive and organized. Christ the King School is a K-8 independent Catholic school, three-time National Blue Ribbon School of Excellence and 2024 Cognia School of Distinction. We are a parish school for the Cathedral of Christ the King located in the Buckhead community of Atlanta that offers affordable preschool and professional development opportunities. Christ the King School is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants may obtain the employment application online at [www.christking.org](http://www.christking.org). To apply, submit the application, cover letter and resume to [mbryan@christking.org](mailto:mbryan@christking.org).

**Immaculate Heart of Mary School (IHM)**, conveniently located off I-85 in Atlanta, is seeking a full-time **middle school science teacher** beginning the 2025-26 school year. Applicants should possess certification in teaching science at the middle school level and a minimum of a bachelor's degree in education. Experience preferred but not required. We offer a competitive salary, great benefits and a family-like work environment. IHM is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Laura Cichanski, principal, at [lcichanski@ihmschool.org](mailto:lcichanski@ihmschool.org), 2855 Briarcliff Road, NE, Atlanta, GA 30329.

**Immaculate Heart of Mary School (IHM)**, conveniently located off I-85 in Atlanta, is seeking a **library media specialist** beginning July 1. The mission of the library media program is to promote literacy and create a centralized environment of learning, utilizing media and technology resources. This position collaborates with faculty; provides instruction to students in grades PK-8 in library and literacy skills and oversees the selection, organization, utilization and maintenance of library and information technology resources. Candidates should preferably hold a media specialists' degree and have experience in a school library setting. Our school offers a very competitive

salary and benefits package as well as a faith-based, family-oriented working environment. IHM is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should forward a resume and cover letter to Laura Cichanski, principal, Immaculate Heart of Mary School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or [lcichanski@ihmschool.org](mailto:lcichanski@ihmschool.org).

**Marist School** seeks a faith-driven, experienced school leader to serve as the Class of 2029 grade-level **personal and academic counselor** for the 2025-26 school year. Candidates must have a master's degree in counseling or social work from an accredited college or university and experience working with students, parents, faculty and administrators. This position is hired by the principal and additionally reports to the personal and academic counseling chair and academic dean. For additional information and to apply, visit [www.marist.com/careers](http://www.marist.com/careers).

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