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**Date:** November 9, 2020  
**To:** Pastors/Administrators and department heads  
**From:** Parish secretaries  
**Re:** Position vacancies

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**St. Catherine of Siena Catholic School**, a 2013 National Blue Ribbon PreK-8 school serving approximately 300 students in Kennesaw, seeks an experienced **principal** effective July 1, 2021 or as early as February 1, 2021. Successful candidate will be a practicing Catholic who reports directly to the parish pastor. Other qualifications include: strong mission-focused leadership and commitment to Catholic identity; exceptional knowledge of curriculum; familiarity with Church documents on Catholic school education; operates collaboratively in a team environment; at least 3 years teaching experience; MA in educational leadership/curriculum & instruction preferred; holds or qualifies for GA administrator's certification. Interested and qualified candidates are to submit a letter of interest, statement of educational philosophy and three references to [dwheeler@archatl.com](mailto:dwheeler@archatl.com) or in writing to Debbie Wheeler, Office of Catholic Schools, 2401 Lake Park Drive SE, Smyrna, GA 30080. **Submission deadline: 12/15/20**. Position will remain open until filled; the school reserves the right to shorten application deadline/consideration if we have sufficient interest, so apply early to ensure consideration. SCS offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices.

**Blessed Trinity Catholic High School** is seeking to fill a full-time **computer science teacher** position within the Business and Technology Education Department for the 2021-2022 school year. Bachelor's Degree in Engineering or computer science required [or equivalent experience]. Experienced computer science teachers or computer science professionals are encouraged to apply. The successful candidate will be asked to teach introductory level computer science courses (Python), AP Computer Science Principles (JavaScript) and AP Computer Science A (Java). A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates

should mail a cover letter, resume and references to Ms. Cathy Lancaster, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc., or PDF to [resumes@btatholic.org](mailto:resumes@btatholic.org).

**St. Anna's** in Monroe is looking for a part-time **music director** who performs all duties relevant to the parish music program. The music director works with the pastor and other musicians to coordinate all aspects of the parish community's music for liturgical and worship services. Responsibilities include, but are not limited to: recruit new members; handle organizational matters; help coordinate and plan music for special feasts, services and functions in the parish/church; work in consultation with the pastor and other music staff personnel; work with RCIA and other staff to plan for special rites/music in liturgies; conduct rehearsals and liturgy services as designated for assigned choir activities; arrange substitutes when unable to be present. The position starts at \$14,000 yearly. Please email your resume to [blake@st-annas.com](mailto:blake@st-annas.com).

**St. George Catholic Church** in Newnan has an immediate opening for a full-time **administrative assistant**. This position reports to the pastor. Responsibilities include preparing the Mass binder; church bulletin; provide support to all staff, parish ministries and organizations; and data entry of all registration. This person should have excellent communication and interpersonal skills, as well as strong administrative and computer skills, including a working knowledge of Word, Excel, Outlook, Publisher and PowerPoint. Parish SOFT Family Suite and managing parish website experience are a plus, but not required. Qualified candidates will possess a minimum of two years' office experience and knowledge of the Catholic faith and be an active, practicing Catholics. Interested candidates should submit a cover letter and resume to Mer Cormier at [mcormier@stgeorgenewnan.org](mailto:mcormier@stgeorgenewnan.org).

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