

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: November 3, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

St. Mary's Academy, a PK-12 Catholic school in Fayetteville, GA, seeks a full-time **director of school security and safety** to support leading and managing the school's safety and security program. This position will communicate safety information and needs with school administrators, departments and other government agencies within Fayette County. Qualified candidates have a bachelor's degree in criminal justice or related field or equivalent years of experience, certification from a police academy with advanced training in a school setting and knowledge and use security system technology in the implementation of a comprehensive safety program. Knowledge and experience with physical security systems (hardware and software) a plus. A full job description is available on the school's website or can be requested at 770-461-2202. To apply, submit a cover letter and resume to the president of St. Mary's Academy at cbroussard@smaschool.org.

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