



Memo

Date: March 4, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Pius X Catholic High School, a Catholic college-preparatory school, is in search of a **math teacher** to fill an opening for the 2024-2025 with preferred teaching experience in AP Calculus (AB and BC), AP Statistics or 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, a detailed resume, to Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org. **No phone calls, please.**

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a full-time **executive assistant** who will work directly with the President and the Principal performing numerous job functions with the intent to create efficiencies in order to allow the school's executive leaders to spend a larger portion of time on essential functions and provide a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to hr@crstoreyatlanta.org. For full-job description visit our website at www.cristoreyatlanta.org.

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a full-time **accounts payable and receivable specialist** who is responsible with assisting various departments with all bookkeeping and day-to-day financial transactions including accounts payable, accounts receivable, corporate credit card reconciliations, sales tax, property tax, business license and various other transactional issues, as well as provide a moral and ethical role model both in and out of the school. Resumes, cover letters and three

references may be sent to hr@cristoreyatlanta.org. For full-job description visit our website at www.cristoreyatlanta.org.

St. Monica Catholic Church has an opening for a full-time **facilities manager**. Entrusted with comprehensive facility oversight, this position directly manages all maintenance activities, maintains vendor relationships, required inspections and oversees the facilities budget. It requires effective communication, strong computer skills and the ability to lift 50 lbs. Interested candidates should submit resume to resumes@saintmonicas.com.

Queen of Angels Regional Catholic School, a K-8 elementary school located in Roswell and a National School of Excellence, is seeking applicants for the full-time position of **technologist**. Qualified candidates should have: A bachelor's degree and experience with technology in a school setting. Knowledge of computer hardware, Clear Touch smartboards, security system, sound system and software applications. The ability to support and troubleshoot teacher devices and student-issued iPads and Chromebooks. Familiarity with Google Suites for Education, Microsoft 365 and instructional technology. Queen of Angels offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested, please send a cover letter and resume to Dr. Jamie Arthur, jarthur@qaschool.org. **No phone calls, please.**

St. Pius X Catholic High School is seeking a full-time **Spanish teacher** for the 2024-2025 school year with experience teaching Spanish in the high school classroom. Candidates should possess a minimum of a bachelor's degree in Spanish and a clear and renewable Georgia Teaching certificate. The ideal candidate should be able to effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. The desired candidate must be open to involvement in extracurricular activities. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please apply via email with a cover letter, a detailed resume, to Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org. **No phone calls, please.**

St. Pius X Catholic High School seeks a qualified part-time **Latin teacher** for the 2024-2025 academic year to teach two-three sections of Latin based on enrollment numbers. We are looking for someone with a strong background/degree in Latin and/or classics. Additional qualifications include strong interpersonal and communication skills, including a demonstrated ability to work with colleagues and a knowledge of teaching technologies appropriate to the discipline. St. Pius X offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please send resume and references via email to: Marsha Free, executive assistant to the principal, at mfree@spx.org. **No phone calls, please.**

St. Pius X Catholic High School is seeking a full-time Combination **Math & Tools for Academic Success** teacher for the 2024-2025 school year. This teacher will instruct two sections of foundations of algebra & three sections of freshman Tools for Academic Success. Candidates should possess a bachelor's degree or higher in math education & a clear & renewable Georgia Teaching certificate, as well as experience working with students who often struggle with math concepts & execution or who have experience within special education. Foundations of algebra is a year-long corequisite course that is designed to fill gaps in student math skills and knowledge. Tools for Academic Success is a course for students with documented learning needs who would benefit from targeted assistance with study skills as well as support with the acquisition, processing and utilization of key content areas. The successful candidate will work closely with the Math Department in the creation of the Foundations of Algebra course content prior to the beginning of the 2024-2025 school year. St. Pius X Catholic High School offers a drug-free environment & is in full compliance with federal statutes for non-discrimination in its employment. Please apply via email with a cover letter, a detailed resume, to Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org. **No phone calls, please.**

St. John the Evangelist Catholic School, a PK(4)-8 parish school located in Hapeville, seeks a **principal** effective July 1. St. John the Evangelist enrolls 275 students with a professional and support staff totaling 35 full- and part-time employees. St. John the Evangelist has a rich tradition of academic excellence in a faith-filled environment; the school serves and celebrates its beautiful cultural diversity. St. John the Evangelist is a three-time U.S. Department of Education recognized Blue Ribbon School and is fully accredited through Cognia district-wide Accreditation. The successful candidate will be a practicing Catholic in good standing with the Catholic Church who exhibits the ability to continue the tradition of high academic achievement while maintaining the school's strong Catholic identity. Additional requirements: hold a minimum of a master's degree in Educational Leadership, a minimum of three to five years of Catholic school administrative experience, superior communication skills, a collaborative leadership style to lead others in the mission of Catholic education, be knowledgeable in current areas of professional development and exhibit excellent instructional leadership. The schools in the Archdiocese of Atlanta offer drug-free environments and are in full compliance with federal statutes for non-discrimination in employment. Send resume and letter of interest by March 31 to Debbie Wheeler (dwheeler@archatl.com), Office of Catholic Schools, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080. **No phone calls, please.**

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