



Memo

Date: April 17, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Catholic Mutual Group has an excellent opportunity for a **Claims/Risk Manager (CRM)** for our service office located in Smyrna. The successful candidate will receive and adjust property/casualty claims by performing investigations/site inspections, evaluating liability, verifying coverages and negotiating fair and equitable settlements. The individual in this position must have a good understanding of insurance with at least five years of experience in property and casualty claims adjusting. Prior risk management or safety experience is helpful. A four-year college degree and a good understanding of Catholic Church procedures and hierarchy is preferred. Visit www.catholicmutual.org for the full description, including, benefits, and to submit an application. Questions may be directed to kandersen@catholicmutual.org.

St. Pius X Catholic High School is seeking a full-time qualified **chemistry/biology teacher** for 2023-2024 school year. The ideal candidate must have a minimum of a bachelor's degree and state of Georgia teaching certification. St. Pius X is a drug free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in working in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls, please.**

St. Pius X Catholic High School is seeking a qualified individual to lead our **Study Support Department**. The ideal candidate must have a minimum of a bachelor's degree with special education credentials and state of Georgia teaching certification. This position will be responsible for coordinating and

supervising the delivery of services to students who have demonstrated need, including managing national testing accommodations for students who require them. This is a full-time teaching position. St. Pius X is a drug free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in working in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls, please.**

St. Thomas More Catholic School is a PreK-eight school located in Decatur, a few miles east of Atlanta, and a National School of Excellence. Applications are being accepted for a **middle school religion teacher** for the 2023-2024 school year. Must be a Catholic in good standing. Theology degree or Master Catechist Certification preferred. This is a permanent, part-time position with great benefits. St. Thomas More 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, please send a cover letter and resume to Kim Kissell at kkissell@stmga.org . We are an AJC Top Workplace 2020 - come join us!

St. Thomas More Catholic School (STM), a PK-eight twice-recognized National Blue-Ribbon School of Excellence in Decatur, is accepting applications for a **6th grade language arts teacher** for the 2023-2024 school year. Teacher certification required. This can be either a part-time or full-time position, and offers a competitive salary with excellent benefits. STM offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to kkissell@stmga.org. School website: www.stmga.org.

St. Peter Claver Catholic School, a pre-K through eighth grade school in Decatur, seeks a well-qualified **middle school math and science teacher** for the 2023-2024 school year. Applicants should possess a current teaching certificate and a bachelor's or master's degree in education. St. Peter Claver 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 setting, kindly submit a cover letter and resume to sgreenwood@spc-school.org.

St. Mary's Academy, a new PK4-12 Catholic School in Fayetteville, in the Archdiocese of Atlanta, is accepting applications for a certified **Spanish teacher** for the 2023-24 school year. This is a full-time position and offers a competitive salary with benefits. Applicants should possess or be working towards a valid teaching certificate and a bachelor's or master's degree in education. St. Mary's Academy is a drug free workplace and offers a competitive benefits package. 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.

The Office of Catholic Schools is seeking a **certified school psychologist** to work on a contract basis to complete psychoeducational evaluations, write reports which interpret test results and meet with parents and school staff to relate findings. Testing is completed at the Chancery during a three to four hour appointment. Conferences are held at the student's home school. Must have excellent written language and communication skills. Georgia certification as a school psychologist required. NCSP desired. Please apply to dwheeler@archatl.com by sending a letter of interest and three references.

The Office of Catholic Schools is seeking an **administrative assistant** for the school psychologist. The assistant provides full clerical support and assistance while working with families to schedule educational testing for students in archdiocesan schools. The successful candidate must have a strong knowledge of the Catholic Church with excellent computer and organizational skills along with exceptional written and verbal communication. Prior experience in a school setting is preferred along with some college (AA degree). This is a part-time, full-year position working 27.5 hours per week which includes vacation and sick leave time. The position is available immediately and will be open until filled. The Office of Catholic Schools maintains a drug free work environment. Please send resume and letter of interest to Debbie Wheeler at dwheeler@archatl.com. **No phone calls, please.**

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