



Memo

Date: December 14, 2020

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

Blessed Trinity Catholic High School, a National Blue Ribbon School of Excellence of 1,000 students in Roswell, seeks a **president** as of July 1, 2021. The president's responsibilities include strategy, financial sustainability, institutional advancement, enrollment management, organizational structure, community relations and spiritual leadership. Successful candidate will be a practicing Catholic with 10+ years of successful leadership in business, education or nonprofit sector; commitment to promoting the Catholic faith in the educational apostolate; excellent communication skills; ability to collaborate in a team environment. Bachelor's degree required, master's degree preferred. Candidates are to submit a letter of interest, resume, statement of leadership philosophy and three references to dwheeler@archatl.com.

Deadline: 01/29/21. Position will remain open until filled. Blessed Trinity is a drug-free workplace compliant with federal statutes for non-discrimination in employment practices. Catholic Schools in the Archdiocese of Atlanta serve a vital role in the educational ministry of the church and are committed to providing an excellent education and spiritual, intellectual, physical and moral formation in accordance with the teachings of the Roman Catholic Church.

Cristo Rey Atlanta Jesuit High School seeks applications for a full-time **calculus teacher** for the 2021 spring semester. Cristo Rey Atlanta Jesuit High School is a Catholic, Jesuit, urban, co-education college preparatory high school with 530 students in grades 9-12. Please see our website, www.cristoreyatlanta.org, for full job description. Please forward cover letter and resume to hr@cristoreyatlanta.org.

Cristo Rey Atlanta Jesuit High School seeks applications for a full-time **director of athletics and students activities**. The Director of Athletics and Student Activities is a key member of the principal's leadership team and works closely with the principal and assistant principal to oversee CRAJ's athletics program and extracurricular activities. The Director of Athletics and Student Activities oversees all sports and clubs and provides support and direction to all coaches and club moderators. Please visit our website, www.cristoreyatlanta.org, for complete job description. Please submit cover letter and resumes to hr@cristoreyatlanta.org.

St. Pius X Catholic High School is seeking qualified candidates for a **dean of students** position, effective July 1, 2021. This full-time, 12 month, position is responsible for assisting in the overall day to day operations of student life as part of the administrative team, including before or after school and weekend functions, and is the first point of contact for intervention in all student disciplinary matters and charged with enforcing the Student and Faculty Handbooks, as well as the school honor code. Academically, this person is responsible for supporting teachers in their performance and in the evaluation of their teaching duties. Preference given to a practicing Catholic in good standing with the church, with at least three years of teaching experience, a master's degree in educational administration or curriculum and instruction and proven ability to work collegially with broad audiences. Extensive use of Microsoft Office, Google Docs/Forms, Zoom is important. St. Pius X offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Qualified individuals should send a cover letter and a resume to Mrs. Marsha Free at mfree@spx.org or mail to: St. Pius X Catholic High School, 2674 Johnson Road NE, Atlanta, Georgia 30345. **No phone calls please.**

Blessed Trinity Catholic High School in Roswell, is seeking additional **substitute teachers** for the second semester of our 2020-2021 school year. Candidates interested for consideration should contact the assistant principal/coordinator for substitute teachers, Mrs. Susan Dorner, at sdorner@btcatholic.org to schedule an interview. The training is conducted in early January, so please contact the coordinator now if you are interested.

St. Pius X Catholic High School is seeking a **director of operations** for an immediate opening. This position is responsible for the overall day-to-day operations of the physical plant to ensure a safe and clean environment. Duties include, supervising maintenance staff, coordinating with local governments to maintain all licensure and working with outside vendors for the maintenance and repairs of the campus and all other facilities services in conjunction with the requirements of the Archdiocese of Atlanta. This is a full-time, 12-month position. Preference will be given to practicing Catholics in good standing with the church and a bachelor's degree. Other qualifications include, good organizational skills, attention to detail, a self-starter personality, ability to work collegiately with broad audiences, willingness and flexibility to work off-hours when necessary to fulfill job responsibilities. St. Pius X offers a drug-free

workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Qualified individuals should send a cover letter and a resume to Mrs. Marsha Free at mfree@spx.org or mail to St. Pius X Catholic High School, 2674 Johnson Road NE, Atlanta, Georgia 30345. **No phone calls, please.**

St. Thomas the Apostle Catholic Church in Smyrna, has an immediate opening for a **parish custodian**. This role is very active in helping to keep our entire property clean and safe for our parishioners. Duties include, property wide disinfecting, restroom cleaning, trash removal, vacuuming, mopping, lawn/grounds keeping, small repairs, etc. For a complete job description and application, please contact gmartin@stthomastheapostle.org.

Immaculate Heart of Mary Catholic School, conveniently located near I-85 in northeast Atlanta, is seeking qualified candidates to be included on the school's **substitute teacher** list. Substitute teachers are needed to teach students in grades K-8. All applicants are required to attend an archdiocesan substitute training in January and be drug screened. Interested candidates should send resume to Laura Cichanski, Principal, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email lcichanski@ihmschool.org.

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