



Memo

Date: December 21, 2020
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Holy Spirit Preparatory School is looking for a **long-term substitute** for our first grade. This position will begin once the lead teacher goes out on maternity leave, the long-term substitute will lead teach the class until the teacher returns. We anticipate this will be from January through March. This position will go from 7:30 a.m. to 4 p.m., Monday through Friday. Applicants must be passionate, orthodox Catholics in full communion with Holy Catholic Church and adhere to all its precepts. Please click here to apply <https://holyspiritprep.bamboohr.com/jobs/view.php?id=20&source=aWQ90A%3D%3D>.

St. Pius X Catholic High School, a Catholic college-preparatory school, is in need of a **long-term substitute English teacher** beginning January 4, 2021. Teaching experience in English II Literature & Composition and Film as Literature preferred. Qualified candidates must have a master's degree or a Bachelor of Arts degree in English and a current Georgia teaching certificate in English. Previous long term teaching experience with a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills is preferred. 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 and a detailed resume to: Mrs. Marsha Free, Executive Assistant to the Principal, at mfree@spx.org. **No Phone Calls, Please.**

Our Lady of Perpetual Help in Carrollton is hiring a part-time **facility maintenance coordinator**. This position is responsible for the effective, efficient and safe maintenance, renovation and upkeep of parish buildings and grounds. Main duties include performing the preventative, routine and

emergency maintenance and upkeep of the buildings and property for the church. Primary systems include HVAC, plumbing, electrical, energy management, irrigation and grounds. Will supervise outside contractors for major repairs. A working position; personally performs routine to mid-level maintenance functions and mowing in the memorial garden. The position offers flexible hours, up to 20 hours per week. Contact the Parish Administrator for a full job description and employment application. Leslie Robinson 770-832-8977 x 1002 administrator@olphcc.org.

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 or in writing to Debbie Wheeler, Office of Catholic Schools, 2401 Lake Park Drive SE, Smyrna, GA 30080. **Submission deadline: 1/29/21**. 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.

Immaculate Heart of Mary Catholic School, a twice-recognized Blue Ribbon School, seeks an experienced **principal** effective July 1, 2021. A vibrant K-8 school community located in Atlanta, IHM serves approximately 475 children and is fully accredited through Cognia. Successful candidate will be a practicing Catholic. This position reports directly to the parish pastor. Other qualifications include: strong mission-focused leadership with strong commitment to Catholic identity; familiarity with Church documents on Catholic school education; exceptional knowledge of curriculum and pedagogy; at least three years teaching experience. MA in educational leadership/curriculum & instruction preferred. The ideal candidate should operate collaboratively in a team environment and hold or qualify for Georgia 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 or in writing to Debbie Wheeler, Office of Catholic Schools, 2401 Lake Park Drive SE, Smyrna, GA 30080. **Submission deadline: 1/29/21**. We reserve the right to shorten application deadline/consideration if we have sufficient interest, so apply early to ensure consideration. IHM offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices.

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