



**CHRISTOPHER SMEATON**  
**SUPERINTENDENT OF SCHOOLS**

**BRIAN MACAULEY**  
**DEPUTY SUPERINTENDENT OF SCHOOLS**

**MONDAY, MARCH 1, 2010**

**VOLUME XVI NO. 13**



It is important to acknowledge the many excellent achievements of our staff and students. Please join us in congratulating the following staff and students for their achievements:

- ★ Braden Barber, a grade 9 student at ST. Michael's School, received 2 gold medals at the Grande Prairie Provincial Freestyle Skiing competition.
- ★ Paul Cooney, a grade 11 student at Catholic Central High School, won 2 gold medals at the Alberta Winter Games for short track speed skating as well as a silver medal at the Alberta Indoor Long Track championship.

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#### **THANK YOU FROM LAURIE CAMPMANS & FAMILY**

Laurie asked us to please include in Here in Spirit her message of thanks to the staff of Holy Spirit Catholic Schools:

*"Your kindness, support and generosity following Renard's passing has been greatly appreciated. In hard times, we draw strength from others. We feel very blessed to have so many caring "others" in our life. Thank you for helping us stand strong."*

From Laurie, Isaac, Caleb, Kylee and Samuel Campmans.

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#### **EXECUTIVE ASSISTANT TO THE SECRETARY TREASURER**

The Holy Spirit Catholic Board of Education requires a full time Executive Assistant to the Secretary Treasurer at the St. Basil Education Centre. This position will commence April 1, 2010.

#### **Duties and Responsibilities**

Responsibilities include, but are not limited to:

- Provide administrative and research support to the Secretary Treasurer
- Evaluate correspondence and respond accordingly
- Maintain confidential information and records related to the Business Services department
- Maintain Business Services portion of the Holy Spirit website
- Assist in the process and collection of information for the annual renewal of insurance policies
- Provide ongoing assistance with the coordination of insurance matters in the division
- Assist in the preparation of quarterly and annual financial reports
- Provide assistance in the analysis of reports from Alberta Education
- Liaise with parents, schools, transportation providers and the student information coordinator on matters regarding student transportation
- Possess a working knowledge of Versatrans routing and planning software for student transportation
- Assist the Student Information Coordinator in the annual transportation funding request for Alberta Education
- Maintain city and rural maps with up-to-date information regarding school boundaries and student eligibility
- Be cognizant of the school division's administrative procedures as they relate to business procedures and student transportation

#### **Qualifications**

Qualifications include:

- Related diploma or degree (or equivalent) with a minimum of five years experience in a similar position
- Exceptional organizational skills with a natural ability to work independently, be self directed and willing to take initiative
- Strong written and oral communication skills
- Professionalism in communicating with the general public, parents, school, and central office personnel
- Demonstrated ability to work in a team environment
- Able to work independently and under pressure and with deadlines
- Excellent computer skills with demonstrated efficiency in Microsoft Word, Excel, Power Point, and knowledge of Versatrans would be considered an asset
- Training and experience in accounting
- Experience in a school setting would be considered a definite asset
- Strong commitment and dedication to Catholic Education

For more information on this position please call Mrs. Lisa Palmarin, Secretary Treasurer at the St. Basil Education Centre.

To be considered for this position, please provide a resume and 3 references by **noon on Friday, March 12, 2010 to:**

**Mrs. Pat Jensen**  
**Human Resources Coordinator**  
**St. Basil Education Centre**  
**620 – 12 Street 'B' North**  
**Lethbridge, Alberta T1H 2L7**  
Fax: (403) 327-9595 email: [jensenp@holyspirit.ab.ca](mailto:jensenp@holyspirit.ab.ca)

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#### **SPECIAL EDUCATION ASSISTANT REQUIRED**

The Holy Spirit Catholic Board of Education requires a temporary 30 hour per week special education assistant at **Children of St. Martha School** to commence as soon as possible and terminate on June 25, 2010. The successful candidate will provide support to students in the grade 1 classroom. Training and experience in behaviour management techniques and speech and language development is required. Please quote # 2010 03 01.

For more information on this position please call the principal of Children of St. Martha School, Mr. Kelsey Kobza.

To be considered for this position, please provide a resume and 3 references by **noon on Monday, March 8, 2010 to:**

**Mrs. Pat Jensen**  
**Human Resources Coordinator**  
**St. Basil Education Centre**  
**620 – 12 Street 'B' North**  
**Lethbridge, Alberta T1H 2L7**  
Fax: (403) 327-9595 email: [jensenp@holyspirit.ab.ca](mailto:jensenp@holyspirit.ab.ca)

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#### **HEAD CARETAKER REQUIRED**

The Holy Spirit Catholic Board of Education requires a Head Caretaker at **Catholic Central High School – West Campus**. This position will commence May 1, 2010 to prepare this new site for its' scheduled opening with the commencement of the 2010/2011 school year.

The head caretaker is responsible for providing and maintaining a safe and clean environment for the school and the community. The head caretaker is responsible for the supervision and training of caretakers reporting to her or him. The head caretaker must be physically able to complete all tasks required in the general maintenance of the school building and equipment.

The head caretaker is required to have Class 5 Power Engineer Certification (Building Operator B certification) as well as a minimum of 3 years experience as a caretaker.

For more information regarding this position please call the principal of Catholic Central High School, Mr. Greg Noyes.

To be considered for this position, please provide a resume and 3 references by noon on **Monday, March 8, 2010 to:**

**Mrs. Pat Jensen**  
**Human Resources Coordinator**  
**St. Basil Education Centre**  
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