



**DAVID KEOHANE**  
SUPERINTENDENT OF SCHOOLS

**CHRIS SMEATON**  
DEPUTY SUPERINTENDENT OF SCHOOLS

**MONDAY, MAY 11, 2009**

**VOLUME XV NO. 21**

#### **TEACHERS REQUIRED**

The Holy Spirit Catholic School Division invites applications for the following teaching positions for the 2009/2010 school year:

**Ecole St. Mary School** requires a temporary 0.5 FTE Kindergarten teacher in the English program for the 2009/1010 school year.

**Children of St. Martha School** requires a grade 6 teacher with the ability to teach music. The ability to teach French as a 2<sup>nd</sup> Language would be considered an asset.

For more information regarding these positions please contact the principals of the schools.

To be considered for any of these exciting teaching opportunities, please provide a resume and 3 references, including one from a Catholic priest by **4:00 p.m. on May 15, 2009 to:**

**Mrs. Pat Jensen, Human Resources Coordinator**  
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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#### **ADMINISTRATIVE ASSISTANT REQUIRED**

The Holy Spirit Catholic Board of Education requires a 7 hour per day, 10 month, Administrative Assistant at **St. Patrick School** in Taber, to commence with the beginning of the 2009/2010 school year.

Under the direction of the Principal, the Administrative Assistant is responsible for administrative and secretarial duties of the school. This person will assist the school administrators, staff, students, parents and the public to benefit the school community. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the administrative assistant will carry out tasks as assigned by the Principal.

Requirements for this position are as follows:

- 2 year secretarial program or equivalent
- 2 years office experience (preferably in a school setting)
- Excellent computer skills
- Ability and aptitude to learn new computer software programs
- Organizational skills/time management
- Communication skills and telephone etiquette
- Ability to work unsupervised
- Ability to work under stress and deadlines
- Excellent public relations skills
- Work independently and show initiative
- Professional attitude
- Confidentiality

Preference will be given to a candidate with training and experience with the SIRS program as well as Students Achieve. Quote # 2009-05-01

For more information regarding this position please call the principal of St. Patrick School, Mr. Kelsey Kobza.

To be considered for this position, please provide a resume and three references by Tuesday, May 19, 2009 to:

**Mrs. Pat Jensen**  
Human Resources Coordinator  
620 12 Street B North  
Lethbridge, Alberta T1H 2L7  
Fax: (403) 327-9595  
email: [pat.jensen@holyspirit.ab.ca](mailto:pat.jensen@holyspirit.ab.ca)

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## **CARETAKER REQUIRED**

The Holy Spirit Catholic Board of Education requires a 4 hour per day caretaker at **Children of St. Martha School** to commence June 1, 2009.

The caretaker is responsible for providing and maintaining a safe and clean environment for the school and the community. The caretaker must be physically able to complete all tasks required in the general maintenance of the school building and equipment.

For more information regarding this position please call the principal of Children of St. Martha School Mr. Lee Koran, or the Maintenance Coordinator, Mr. Rick Brugos.

To be considered for this position, please provide a resume and three references by Tuesday, May 19, 2009 to:

**Mrs. Pat Jensen**  
**Human Resources Coordinator**  
**620 12 Street B North**  
**Lethbridge, Alberta T1H 2L7**  
**Fax: (403) 327-9595**  
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## **SUMMER STUDENT EMPLOYMENT**

The Holy Spirit Catholic Board of Education has again applied for Provincial grants to hire students during the summer months. We would like to give the children of our staff the first opportunity to apply for these positions.

This year we will hire two students in the maintenance department. Students must have completed one year of post-secondary education, be unemployed, and be willing to work between 35 and 40 hours per week for approximately eight weeks. It is anticipated that work will commence July 6 2009 and continue until August 28, 2009. The positions will be maintenance helpers and are open to both men and women.

Interested students who are organized and self-motivated are requested to apply by letter only, including a brief resume which should include any previous employment, special skills or abilities, and three references, no later than **12:00 noon on Tuesday, May 19, 2009 to:**

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