

Here in Spirit



Holy Spirit Catholic Schools Regional Newsletter

Employment Opportunities at a Glance:

- **Denotes new posting(s) since last publication**
- **Administrative Assistant** – St. Teresa of Calcutta School
- **Caretaker** – Catholic Central High School (West Campus)
- **Computer Technician** – St. Basil Catholic Education Centre
- **Education Assistant** – St. Francis Junior High School
- **Library Clerk** – St. Paul School
- **Teacher** – St. Francis Junior High School
- **Substitute Teachers** – Various Locations



Our Mission Statement

We are a Catholic Faith Community, dedicated to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ.

Guided by the Holy Spirit, in partnership with home, parish and society, our schools foster the growth of responsible citizens who will live, celebrate and proclaim their faith.

Our Catholic Faith is the foundation of all that we do.

Employment Opportunities

These positions are open to all internal and external candidates. External applicants must provide a current Police Information Check (vulnerable sectors must be included for those in positions of trust or authority over children or vulnerable persons), a current Intervention Record Check, and a copy of their social insurance card prior to employment, if chosen as the successful candidate.

ADMINISTRATIVE ASSISTANT – St. Teresa of Calcutta School

We are looking to hire a continuous 35.0 hour per week Administrative Assistant (10 month) at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence August 23, 2021. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210611**.

[View Details](#)

CARETAKER – Catholic Central High School (West Campus)

We are looking to hire a continuous 20.0 hour per week Caretaker with the initial assignment at Catholic Central High School (West Campus) in Lethbridge. This assignment is to commence as soon as possible, official start date to be determined. This position is for an afternoon/evening shift and is covered by our CUPE 290 collective agreement.

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COMPUTER TECHNICIAN – St. Basil Catholic Education Centre

We are looking to hire a continuous 35.0 hour per week Computer Technician. The Computer Technician serves as a technical expert for the support and implementation of a wide spectrum of technology solutions in our school environments. The Computer Technician troubleshoots, plans, and carries out exciting, complex assignments executing methods and approaches in a wide variety of IT specialties. They operate new and enhanced approaches to deliver IT services; test and optimize the functionality of data systems, networks, and devices. The Computer Technician is responsible for providing various forms of computer-related technical assistance and improving the efficiency of the work of the staff through the use of technology. This is an out of scope position.

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EDUCATION ASSISTANT – St. Francis Junior High School

We are looking to hire a continuous 28.0 hour per week Education Assistant at St. Francis Junior High School in Lethbridge. This assignment is to commence September 1, 2021. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210609**.

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LIBRARY CLERK – St. Paul School

We are looking to hire a continuous 15.0 hour per week Library Clerk at St. Paul School in Lethbridge. This assignment is to commence August 26, 2021. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210610**.

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TEACHER – St. Francis Junior High School

We are looking to hire a temporary full time teacher at St. Francis Junior High School in Lethbridge. This assignment is to commence August 26, 2021 and terminate June 30, 2022. The successful candidate will be teaching junior high humanities, religion and PE. The successful candidate will also have a strong belief in and understanding of differentiation and inclusion. Preference will be given to Catholic candidates. This position is covered by the ATA collective agreement.

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SUBSTITUTE TEACHERS – Various Locations

We are looking to hire Substitute Teachers commencing as soon as possible. These positions are covered by the ATA collective agreement.

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