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Here in Spirit



Holy Spirit Catholic Schools Regional Newsletter

Employment Opportunities at a Glance:

- **Education Assistant** – St. Michael's School (Pincher Creek)
- **Kindergarten Education Assistant** – St. Paul School
- **Plant Operations Coordinator** – St. Basil Catholic Education Centre
- **Executive Assistant to the Secretary Treasurer** – St. Basil Catholic Education Centre
- **Substitute Teachers** – Various Locations
- **Relief Caretakers** – Various Locations

(➤ Denotes new posting since last publication.)

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.

EDUCATION ASSISTANT – St. Michael's School (Pincher Creek)

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Michael's School in Pincher Creek. This assignment is to commence as soon as possible and terminate March 31, 2022. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210904**.

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KINDERGARTEN EDUCATION ASSISTANT – St. Paul School

We are looking to hire a temporary 28.0 hour per week Kindergarten Education Assistant at St. Paul School in Lethbridge. This assignment is to commence as soon as possible and terminate June 16, 2022. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210905**.

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PLANT OPERATIONS COORDINATOR – St. Basil Catholic Education Centre

We are looking to hire a continuous 35.0 hour per week Plant Operations Coordinator at St. Basil Catholic Education Centre in Lethbridge. Start date for this assignment will be negotiated. This position will be of interest to a highly motivated individual with a proven track record of supervisory, leadership and administrative capabilities. Holy Spirit Catholic School Division offers a competitive salary, flexible work schedule, and excellent benefits package. This is an out of scope position.

[View Details](#)

EXECUTIVE ASSISTANT TO THE SECRETARY TREASURER – St. Basil Catholic Education Centre

We are looking to hire a continuous 0.8 FTE Executive Assistant to the Secretary Treasurer at St. Basil Catholic Education Centre in Lethbridge. Holy Spirit Catholic Schools serves the communities of Lethbridge, Taber, Coaldale, Picture Butte and Pincher Creek. There are 16 schools in the division (elementary, junior high, and high school) with a total enrolment of approximately 5,000 students. The school division has approximately 600 employees. Holy Spirit Catholic School Division offers a competitive salary, flexible work schedule, and excellent benefits package.

[View Details](#)

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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RELIEF CARETAKERS – Various Locations

We are looking to hire Relief Caretakers at our Division schools: City of Lethbridge, Taber, Bow Island, Coaldale, Picture Butte and Pincher Creek. This position is covered by our CUPE 290 collective agreement.

[View Details](#)