

Here in Spirit



Holy Spirit Catholic Schools Regional Newsletter

Employment Opportunities at a Glance:

- **Administrative Assistant** – St. Francis Junior High School
- **Teacher** – St. Paul School
- **Administrative Assistant** – St. Michael's School (Pincher Creek)
- **Early Learning Education Assistant** – St. Teresa of Calcutta School
- **Education Assistant** – St. Francis Junior High School
- **Education Assistant** – Lethbridge and Area Schools
- **Education Assistant** – St. Teresa of Calcutta School
- **Education Assistant** – St. Michael's School (Pincher Creek)
- **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.

ADMINISTRATIVE ASSISTANT – St. Francis Junior High School

We are looking to hire a temporary 35.0 hour per week Administrative Assistant (10 month) at St. Francis Junior High School in Lethbridge. This assignment is to commence as soon as possible and terminate October 20, 2021, or upon the return of the permanent employee. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210911**.

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TEACHER – St. Paul School

We are looking to hire a temporary 1.0 teacher at St. Paul School in Lethbridge. This assignment is to commence as soon as possible and terminate June 30, 2022. The successful candidate will be teaching kindergarten and will have an understanding of the importance of learning through play for young children. This position is covered by the ATA collective agreement.

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

We are looking to hire a temporary 35.0 hour per week Administrative Assistant (10 month) at St. Michael's School in Pincher Creek. This assignment is to commence as soon as possible and terminate December 17, 2021, or upon the return of the permanent employee. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210909**.

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EARLY LEARNING EDUCATION ASSISTANT – St. Teresa of Calcutta School

We are looking to hire a temporary 14.0 hour per week Early Learning Education Assistant at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence as soon as possible and terminate June 17, 2022. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210906**.

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EDUCATION ASSISTANT – St. Francis Junior High School

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Francis Junior High School in Lethbridge. This assignment is to commence as soon as possible and terminate June 28, 2022. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210907**.

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EDUCATION ASSISTANT – Lethbridge and Area Schools

We are looking to hire a temporary 20.0 hour per week Education Assistant to serve schools in the Lethbridge community and surrounding area. This assignment is to commence as soon as possible and terminate June 28, 2022. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210908**.

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EDUCATION ASSISTANT – St. Teresa of Calcutta School

We are looking to hire a temporary 17.0 hour per week Education Assistant at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence as soon as possible and terminate March 15, 2022, or upon the return of the permanent employee. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #20210910**.

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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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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.

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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.

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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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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.

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