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Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Executive Assistant to the Associate Superintendent** – St. Basil Catholic Education Centre
- **First Nations, Métis and Inuit Facilitator** – St. Michael's School (Pincher Creek)
- **Head Caretaker** – St. Joseph School (Coaldale)
- **Education Assistant** – CARE Campus
- **Education Assistant** – St. Paul School
- **Teacher** – Division Schools
- **Casual Caretakers –** Division Schools
- **Casual Education Assistants** – Division Schools
- **Substitute Teachers** – Division Schools

(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

Please apply to individual postings using the links below. First time applicants will need to create an account as indicated in our instructions. Job postings are open to internal and external candidates. Prior to employment, successful applicants must provide supporting documents as indicated on our New Employees page.

EXECUTIVE ASSISTANT TO THE ASSOCIATE SUPERINTENDENT – St. Basil Catholic Education Centre
We are looking to hire a continuous 35.0 hour per week Executive Assistant to the Associate Superintendent of Learning to work at St. Basil Catholic Education Centre in Lethbridge. This assignment is to commence December 14, 2026. This is an out of scope position.

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FIRST NATIONS (NIITSITAPI), MÉTIS and INUIT FACILITATOR – St. Michael's School (Pincher Creek)
We are looking to hire a continuous 35.0 hour per week First Nations (Niitsitapi), Métis and Inuit Facilitator to serve students at St. Michael's School in Pincher Creek. This assignment is to commence November 30, 2026. This is an out of scope position.

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HEAD CARETAKER – St. Joseph School (Coaldale)
We are looking to hire a temporary 40.0 hour per week Head Caretaker to work at St. Joseph School in Coaldale. This assignment is to commence as soon as possible and terminate February 26, 2027. This position is covered by the CUPE 1825 Maintenance and Custodial collective agreement.

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EDUCATION ASSISTANT – CARE Campus
We are looking to hire a temporary 28.0 hour per week Education Assistant at the Centre for Adolescent Responsibility Education (CARE) Campus in Lethbridge. This assignment is to commence as soon as possible and terminate June 25, 2027. This position is covered by the CUPE 1825 Support Staff collective agreement. Please quote **Posting #4078386.**

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EDUCATION ASSISTANT – St. Paul School
We are looking to hire a temporary 28.0 hour per week Education Assistant to work at St. Paul School in Lethbridge. This assignment is to commence January 4, 2027 and terminate June 25, 2027. This position is covered by the CUPE 1825 Support Staff collective agreement. Please quote **Posting #4079512.**

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TEACHER – Division Schools
We are looking to hire a temporary 1.0 FTE teacher to support students with complex needs in our Division Schools. This assignment is to commence as soon as possible and terminate June 30, 2027. Funded through the Alberta Education Classroom Complexity Grant, this role is dedicated to supporting Junior High students in Grades 7–9 with diverse and complex learning profiles. Based in one of our Junior High Schools and working as a key member of our Complexity Team, the successful candidate will provide targeted, relationship-based support to students, including English as an Additional Language (EAL) learners and students navigating behavioral or mental health challenges. This position is covered by the ATA collective agreement.

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CASUAL CARETAKERS – Division Schools

We are looking to hire Casual Caretakers at our Division schools: City of Lethbridge, Taber, Bow Island, Coaldale, Picture Butte and Pincher Creek. This position is covered by the CUPE 1825 Maintenance and Custodial collective agreement.

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CASUAL EDUCATION ASSISTANTS – Division Schools

We are looking to hire casual Education Assistants to work at our Division Schools**.** These positions are covered by the CUPE 1825 Support Staff collective agreement.

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SUBSTITUTE TEACHER – Division Schools

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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VOLUNTARY RETIREMENT PROGRAM 2027

All staff interested in this program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.

Teaching Staff

The voluntary retirement program for teachers who are planning on retiring at the end of this school year is as follows: The program allows teachers to retire on January 31, 2027 and then be offered a temporary contract, from February 1, 2027 to the end of June, 2027. Pension would commence February 1, 2027. Beginning in February, 2027 and continuing until the end of June, 2027, retired continuing teachers would receive their regular salary, plus their pension.

Information about the program:

- Teachers must be at least 55 years of age or older on January 31, 2027 and hold a continuing teaching contract;
- Teachers must submit their notice of retirement by December 14, 2026, with an effective date of January 31, 2027 to Ms. Chantel Axani, Superintendent of Schools, copying hr@holyspirit.ab.ca;
- Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund by January 31, 2027 for pensions to commence on February 1, 2027. For additional information please go to the following link: ATRF Forms & Resources;
- Information and application forms for ASEBP early retirement benefits can be found at the following link: Guiding You Through Life Events. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 4, 2027. If you have any questions on the application process, please contact our payroll department.
- A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2027 to June 30, 2027.

VOLUNTARY RETIREMENT PROGRAM 2027

All staff interested in this *program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.*

Support Staff:

The voluntary retirement program for support staff who are planning on retiring at the end of this school year is as follows: The program allows support staff to retire on January 31, 2027 and then be offered a temporary contract, from February 1, 2027 to the end of June, 2027. Pension would commence February 1, 2027. Beginning in February, 2027 and continuing until the end of June, 2027, retired continuing support staff would receive their earned regular wages, plus their pension.

Information about the program:

- Support staff must be at least 55 years of age or older on January 31, 2027 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 14, 2026, with an effective date of January 31, 2027 to Ms. Chantel Axani, Superintendent of Schools, copying hr@holyspirit.ab.ca;
- Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan by January 31, 2027 for pensions to commence on February 1, 2027. For access to forms and additional information please go to the following link: Your Retired Life;
- Information and application forms for ASEBP early retirement benefits can be found at the following link: Guiding You Through Life Events. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 4, 2027. If you have any questions on the application process, please contact our payroll department.
- A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2027 to the end of the school year for your position, or June 30, 2027, whichever comes first.