

THURSDAY, MAY 15, 2025

VOLUME XXXII
NO. 33

Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Administrative Assistant** – St. Catherine School (Picture Butte)
- **Caretaking Supervisor** – St. Basil Catholic Education Centre
- **Division Principal** – First Nations, Métis and Inuit Education
- **Teacher** – Children of St. Martha School (x2)
- **Teacher** – Father Leonard Van Tighem School
- **Teacher** – Our Lady of the Assumption School
- **Teacher** – St. Catherine School (Picture Butte)
- **Teacher** – St. Francis Junior High School (x4)
- **Teacher** – St. Mary School (Taber)
- **Associate Principal** – St. Teresa of Calcutta School
- **Teacher** – St. Catherine School (Picture Butte)
- **Teacher** – Catholic Central High School
- **Casual Caretakers** – 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

If you are interested in applying for any posted positions, you will be directed to apply online. First time applicants will need to create an account as indicated in our instructions which can be found [here](#).

These positions are open to all internal and external candidates. Prior to employment, successful applicants must provide supporting documents as outlined on our [New Employees](#) page.

ADMINISTRATIVE ASSISTANT – St. Catherine School (Picture Butte)

We are looking to hire a continuous 35.0 hour per week Administrative Assistant (10 month) at St. Catherine School in Picture Butte. This assignment is to commence August 25, 2025. Having strong mathematical and/or accounting skills is considered an asset. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3944054**.

[View Details](#)

CARETAKING SUPERVISOR – St. Basil Catholic Education Centre

We are looking to hire a continuous 35.0 hour per week Caretaking Supervisor at St. Basil Catholic Education Centre in Lethbridge. This assignment is to commence July 1, 2025. Under the direction of the Director of Facilities, the Caretaking Supervisor oversees the caretaking operations including supervision of all caretakers. This individual is relationship-focused and is responsible for ensuring a high standard of employee proficiency and facility cleanliness, maintenance, and safety. This is an out of scope position.

[View Details](#)

DIVISION PRINCIPAL – First Nations, Métis and Inuit Education

We are looking to hire a probationary full time Division Principal for First Nations, Métis and Inuit Education at St. Basil Catholic Education Centre in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – Children of St. Martha School

We are looking to hire a temporary full time teacher at Children of St. Martha School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will teach in a division two classroom. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – Children of St. Martha School

We are looking to hire a probationary full time teacher at Children of St. Martha School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will teach in a division two classroom. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – Father Leonard Van Tighem School

We are looking to hire a probationary full time teacher at Father Leonard Van Tighem School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching junior high Social Studies, CTF options, and Religion. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – Our Lady of the Assumption School

We are looking to hire a probationary 0.5 FTE teacher at Our Lady of the Assumption School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching Kindergarten. This position is covered by the ATA collective agreement.

[View Details](#)**TEACHER – St. Catherine School (Picture Butte)**

We are looking to hire temporary full time teacher at St. Catherine School in Picture Butte. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be an elementary generalist. Showing interest in the vibrant extracurricular activities of the school community is an asset. This position is covered by the ATA collective agreement.

[View Details](#)**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 25, 2025 and terminate May 1, 2026. The successful candidate will be teaching English Language Arts, Social Studies, and CTF. This position is covered by the ATA collective agreement.

[View Details](#)**TEACHER – St. Francis Junior High School**

We are looking to hire a probationary full time teacher at St. Francis Junior High School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching Math and Science. This position is covered by the ATA collective agreement.

[View Details](#)**TEACHER – St. Francis Junior High School**

We are looking to hire a probationary full time teacher at St. Francis Junior High School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching English Language Arts and Social Studies. This position is covered by the ATA collective agreement.

[View Details](#)**TEACHER – St. Francis Junior High School**

We are looking to hire a probationary 0.5 FTE teacher at St. Francis Junior High School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching junior high. This position is covered by the ATA collective agreement.

[View Details](#)**TEACHER – St. Mary School (Taber)**

We are looking to hire a probationary 0.5 FTE teacher at St. Mary School in Taber. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching Science and Math at the junior and senior high levels. The ability to teach Religious Education would be considered an asset. This position is covered by the ATA collective agreement.

[View Details](#)**ASSOCIATE PRINCIPAL – St. Teresa of Calcutta School**

If you are a passionate Catholic teacher or administrator with an eye toward school-based leadership and desire to work in an innovative school division where children are cherished for who they are, we want you to be part of our leadership team. We invite all applicants for the position of probationary full time Associate Principal at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – St. Catherine School (Picture Butte)

We are looking to hire temporary full time teacher at St. Catherine School in Picture Butte. This assignment is to commence August 25, 2025 and terminate April 17, 2026. The successful candidate will be teaching Grades 6-9 Science and/or Math. The ability to teach Religion is considered an asset. This position is covered by the ATA collective agreement.

[View Details](#)**TEACHER – Catholic Central High School**

We are looking to hire a probationary full time teacher at Catholic Central High School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching French and English Religious Studies, and French as a Second Language. This position is covered by the ATA collective agreement.

[View Details](#)**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 290 collective agreement.

[View Details](#)**SUBSTITUTE TEACHERS – Division Schools**

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

[View Details](#)

“Share the Mission” Award Call for Nominations!

Nominations are now welcome for Holy Spirit Catholic School Division’s “Share the Mission Award.”

This prestigious award recognizes community members, parents, students, and school staff who have:

- Offered outstanding or long term service for the benefit of our students;
- Accepted demanding challenges and set new standards for the rest of us to follow;
- Contributed, through action and deed, to the Catholic atmosphere of our schools;
- Demonstrated involvement and leadership in community / parish organizations;
- Reflected the Mission Statement of the Holy Spirit Catholic School Division in all actions:

*We are a Catholic faith community, dedicated to providing
each student entrusted in 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 foundations of all that we do.

If you know of an individual or group deserving of the “Share the Mission Award,” please fill out the online nomination form by June 6, 2025. Nomination information is accessible on the division’s website or by clicking on the following link:

[Share the Mission Nomination Form](#)

CAREER OPPORTUNITY *for*

Catechetics & Discipleship Ministry Coordinator (Full-time)

Catholic Pastoral Centre, Calgary

OVERVIEW

The Catechetics & Discipleship Ministry Coordinator supports the diocesan mission of evangelization, with a focus on catechesis, faith formation, and discipleship. This position leads sacramental preparation efforts, provides training and resources for formation, and supports the ongoing development of parish lay ministers.

RESPONSIBILITIES

- Coordinate the development and implementation of sacramental preparation programs, including Baptism, Reconciliation, Eucharist, Confirmation, and RCIA.
- Support faith formation ministry by researching, recommending, and providing training in family catechesis, adult faith formation, and discipleship initiatives.
- Assist in planning and delivering youth faith formation initiatives, including post- sacrament catechesis, small group formation, and faith-based events.
- Provide guidance on catechetical resources, including printed materials, digital content, and Catholic school religious education resources.
- Coordinate and support the ongoing formation of parish lay ministers through accompaniment, mentorship, workshops, and training focused on spiritual growth, effective ministry, and alignment with the diocesan pastoral renewal mission.
- Serve as a resource, consultant, and liaison to priests, parish ministry leaders, and Catholic schools in the areas of catechesis, youth ministry, adult faith formation, and discipleship.

QUALIFICATIONS

- Bachelor's degree in Catholic Theology, Catechesis, Religious Education, or a related field; Master's degree is preferred.
- Minimum of 3-5 years of experience in ministry, pastoral work, or educational roles.
- Deep commitment to the Church's evangelizing mission.
- Demonstrated ability to collaborate effectively with clergy, staff, and parish leaders.
- Strong skills in program development, training, facilitation, and delivery.
- Proficiency in the use of technology for program management and communication.

HOURS OF WORK

Full time position, 35 hours/week. Monday to Friday. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **noon on Tuesday, May 20, 2025**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.