

THURSDAY, JUNE 13, 2024

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Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Administrative Assistant** – St. Michael's School (Bow Island)
- **Administrative Support** – St. Catherine School (Picture Butte)
- **Associate Principal** – St. Patrick School (Taber)
- **Early Learning Education Assistant** – St. Paul School
- **Education Assistant** – Division Schools
- **Education Assistant** – Division Schools
- **Education Assistant** – St. Joseph School (Coaldale)
- **Teacher** – St. Francis Junior High School
- **Teacher** – St. Francis Junior High School
- **Blackfoot Language Instructor** – Division Schools
- **Caretaker** – St. Mary and St. Patrick Schools (Taber)
- **Homestay Coordinator** – Division Schools
- **Mental Health Professional** – St. Patrick School (Taber)
- **Teacher** – St. Michael's School (Bow Island)
- **Teacher** – St. Michael's School (Pincher Creek)

(➤ 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. Michael's School (Bow Island)

We are looking to hire a continuous 35.0 hour per week Administrative Assistant at St. Michael's School in Bow Island. This assignment is to commence September 23, 2024. Having strong mathematical and/or accounting skills is considered an asset. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3776878**.

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ADMINISTRATIVE SUPPORT (Clerk Typist) – St. Catherine School (Picture Butte)

We are looking to hire a continuous 35.0 hour per week Administrative Support at St. Catherine School in Picture Butte. This assignment is to commence August 26, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3776885**.

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ASSOCIATE PRINCIPAL – St. Patrick School (Taber)

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 full time Associate Principal at St. Patrick School in Taber. This assignment is to commence at the start of the 2024-2025 school year. This position is covered by the ATA collective agreement.

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EARLY LEARNING EDUCATION ASSISTANT – St. Paul School

We are looking to hire a continuous 14.0 hour per week (AM) Early Learning Education Assistant at St. Paul School in Lethbridge. This assignment is to commence September 9, 2024 and terminate June 12, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3776899**.

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EDUCATION ASSISTANT – Division Schools

We are looking to hire a continuous 28.0 hour per week Education Assistant to serve schools in the Lethbridge community and surrounding area. This assignment is to commence August 26, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3776904**.

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EDUCATION ASSISTANT – Division Schools

We are looking to hire a continuous 28.0 hour per week Education Assistant to serve schools in the Lethbridge community and surrounding area. This assignment is to commence August 26, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3776912**.

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EDUCATION ASSISTANT – St. Joseph School (Coaldale)

We are looking to hire a continuous 28.0 hour per week Education Assistant at St. Joseph School in Coaldale. This assignment is to commence August 26, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3776919**.

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TEACHER – St. Francis Junior High School

We are looking to hire a temporary 0.5 FTE teacher at St. Francis Junior High School in Lethbridge. This assignment is to commence August 26, 2024 and terminate June 30, 2025. The successful candidate will be teaching grades 7-9 Humanities and Religion. This position is covered by the ATA collective agreement.

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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 26, 2024 and terminate June 30, 2025. The successful candidate will be teaching grades 7-9 Humanities. This position is covered by the ATA collective agreement.

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BLACKFOOT LANGUAGE INSTRUCTOR – Division Schools

We are looking to hire a temporary 35.0 hour per week Blackfoot Language Instructor to serve our Division Schools. This assignment is to commence as August 26, 2024 and terminate June 30, 2025, with possibility of extension. This is an out of scope position.

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CARETAKER – St. Mary School (Taber) and St. Patrick School (Taber)

We are looking to hire a continuous 35.0 hour per week Caretaker with the initial assignments at St. Mary School and St. Patrick School in Taber. This assignment is to commence as soon as possible. This position is for a weekday evening shift and is covered by the CUPE 290 collective agreement.

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HOMESTAY COORDINATOR – Division Schools

This is a shared position between Holy Spirit Catholic Schools and Palliser School Division. We are looking to hire a continuous full time Homestay Coordinator. This assignment is to commence on August 26, 2024. This is an out of scope position.

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MENTAL HEALTH PROFESSIONAL – St. Patrick School (Taber)

We are looking to hire a temporary full time Mental Health Professional to support St. Patrick School in Taber. This assignment is to commence at a mutually agreed time and terminate March 31, 2025, with the possibility of extension. This is an out of scope position.

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TEACHER – St. Michael's School (Bow Island)

We are looking to hire a probationary 0.5 teacher at St. Michael's School in Bow Island. This assignment is to commence August 26, 2024 and terminate June 30, 2025. The successful candidate will be an elementary generalist. This position is covered by the ATA collective agreement.

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TEACHER – St. Michael's School (Pincher Creek)

We are looking to hire a probationary full time teacher at St. Michael's School in Pincher Creek. This assignment is to commence August 26, 2024 and terminate June 30, 2025. The successful candidate will be an elementary generalist teaching grades 5/6. The ability to teach core classes as well as CTF Options would be considered an asset. This position is covered by the ATA collective agreement.

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