

THURSDAY, DECEMBER 14, 2023

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Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Caretaker** – St. Catherine School (Picture Butte)
- **Education Assistant** – St. Francis Junior High School
- **Kindergarten Education Assistant** – St. Patrick Fine Arts School
- **Instructors** – Blackfoot Language
- **Education Assistants** – Catholic Central High School
- **Education Assistant** – Division Schools
- **Education Assistant** – St. Francis Junior High School
- **Education Assistant** – St. Paul School
- **Head Caretaker** – St. Mary School (Taber)
- **Psychologist** – St. Patrick School (Taber)
- **Speech Language Pathologist** – Division Schools
- **Casual Education Assistants** – Division Schools
- **Relief 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.

CARETAKER – St. Catherine School (Picture Butte)

We are looking to hire a continuous 20.0 hour per week Caretaker with the initial assignment at St. Catherine School in Picture Butte. 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.

[View Details](#)

EDUCATION ASSISTANT – St. Francis Junior High School

We are looking to hire a temporary 30.0 hour per week Education Assistant at St. Francis Junior High School in Lethbridge. This assignment is to commence January 8, 2024 and terminate March 28, 2024, with the possibility of extension. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3649383**.

[View Details](#)

KINDERGARTEN EDUCATION ASSISTANT – St. Patrick Fine Arts School

We are looking to hire a continuous 28.0 hour per week Kindergarten Education Assistant at St. Patrick Fine Arts School in Lethbridge. This assignment is to commence as soon as possible and end June 13, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3649386**.

[View Details](#)

INSTRUCTORS – Blackfoot Language

We are looking to hire two temporary 35.0 hour per week instructors to serve schools in Lethbridge. These assignments are to commence as soon as possible and terminate June 30, 2024, with possibility of extension. These are out of scope positions.

[View Details](#)

EDUCATION ASSISTANTS – Catholic Central High School

We are looking to hire two temporary 28.0 hour per week Education Assistants at Catholic Central High School in Lethbridge. These assignments are to commence as soon as possible and terminate June 27, 2024. The duration of these positions is dependant on funding. These positions are covered by the CUPE 1825 collective agreement. Please quote **Posting #3622571**.

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EDUCATION ASSISTANT – Division Schools

We are looking to hire a continuous 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. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3643439**.

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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 27, 2024. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3622599**.

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EDUCATION ASSISTANT – St. Paul School

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Paul School in Lethbridge. This assignment is to commence as soon as possible and terminate June 27, 2024. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3638388**.

[View Details](#)

HEAD CARETAKER – St. Mary School (Taber)

We are looking to hire a continuous 35.0 hour per week Head Caretaker to work at St. Mary School in Taber. This assignment is to commence as soon as possible. This position is covered by the CUPE 290 collective agreement.

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PYSCHOLOGIST – St. Patrick School (Taber)

We are looking to hire a temporary full time Registered Psychologist to support St. Patrick School in Taber. This assignment is to commence at a mutually agreed time and terminate March 31, 2025. This is an out of scope position.

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SPEECH LANGUAGE PATHOLOGIST – Division Schools

We are looking to hire a temporary 35.0 hour per week Speech Language Pathologist to support schools within our division. The successful candidate will primarily support students identified through Jordan's Principle. This assignment is to commence as soon as possible and terminate June 28, 2024, with possibility of extension. This is an out of scope position.

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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 collective agreement.

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RELIEF CARETAKERS – Division Schools

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 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](#)



Pincher Creek Community Early Learning Centre (PCCELC) is hiring!

Please click the links below for more information.

[Early Learning Centre Director](#)

[Early Childhood Educator](#)



VOLUNTARY RETIREMENT PROGRAM 2024

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

Teachers:

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, 2024 and then be offered a temporary contract, from February 1, 2024 to the end of June, 2024. Pension would commence effective February 1, 2024. Beginning in February, 2024 and continuing until the end of June, 2024, 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, 2024 and hold a continuing teaching contract;
 - Teachers must submit their notice of retirement by December 15, 2023, with an effective date of January 31, 2024 to Mr. Ken Sampson, Superintendent of Schools;
 - Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund by January 31, 2024 for pensions to commence on February 1, 2024. For additional information please go to the following link: <http://www.atrf.com/teacher/publications>;
 - Information and application forms for ASEBP early retirement benefits can be found at the following link: <https://www.asebp.ca/using-my-plan/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 8, 2024. 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, 2024 to June 30, 2024.
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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, 2024 and then be offered a temporary contract, from February 1, 2024 to the end of June, 2024. Pension would commence effective February 1, 2024. Beginning in February, 2024 and continuing until the end of June, 2024, 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, 2024 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 15, 2023, with an effective date of January 31, 2024 to Mr. Ken Sampson, Superintendent of Schools;
- Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan by January 31, 2024 for pensions to commence on February 1, 2024. For access to forms and additional information please go to the following link: <https://www.lapp.ca/page/your-retired-life>;
- Information and application forms for ASEBP early retirement benefits can be found at the following link: <https://www.asebp.ca/using-my-plan/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 8, 2024. 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, 2024 to the end of the school year for your particular position, or June 30, 2024, whichever comes first.