

# Here in Spirit



## Holy Spirit Catholic Schools Newsletter

### Employment Opportunities at a Glance:

- **Accounts Payable Coordinator** – St. Basil Catholic Education Centre
- **Early Learning Education Assistant** – École St. Mary School
- **Education Assistant** – École St. Mary School
- **Teacher** – St. Mary School (Taber)
- **Administrative Support** – Catholic Central High School
- **Career Practitioner** – Division Schools
- **Caretaker** – Catholic Central High School (East Campus)
- **Library Clerk** – École St. Mary School
- **Casual Administrative Assistants** – Division Schools
- **Casual Administrative Supports** – Division Schools
- **Casual Education Assistants** – 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.*

## **ACCOUNTS PAYABLE COORDINATOR – St. Basil Catholic Education Centre**

We are looking to hire a continuous 35.0 hr per week Accounts Payable Coordinator at St. Basil Catholic Education Centre in Lethbridge. This assignment is to commence as soon as possible. Holy Spirit Catholic School Division serves the communities of Lethbridge, Taber, Coaldale, Picture Butte, Bow Island and Pincher Creek. There are 16 schools in the division (elementary, junior high, high school) with a total enrolment of approximately 5200 students. The school division has approximately 675 employees.

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## **EARLY LEARNING EDUCATION ASSISTANT – École St. Mary School**

We are looking to hire a continuous 14.0 hour per week (AM) Early Learning Education Assistant at École St. Mary School in Lethbridge. This assignment is to commence as soon as possible and end June 11, 2026. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3992392**.

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## **EDUCATION ASSISTANT – École St. Mary School**

We are looking to hire a temporary 28.0 hour per week Education Assistant at École St. Mary School in Lethbridge. This assignment is to commence as soon as possible and terminate December 19, 2025, with the possibility of extension. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3992396**.

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## **TEACHER – St. Mary School (Taber)**

We are looking to hire a temporary 0.8 FTE teacher at St. Mary School in Taber. This assignment is to commence January 29, 2026 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.

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## **ADMINISTRATIVE SUPPORT (Clerk Typist) – Catholic Central High School**

We are looking to hire a temporary 35.0 hour per week Administrative Support at Catholic Central High School in Lethbridge. This assignment is to commence as soon as possible and terminate January 30, 2026, with the possibility of extension. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3991221**.

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## **CAREER PRACTITIONER – Division Schools**

We are looking to hire a continuous 35.0 hour per week Career Practitioner to serve all Holy Spirit High Schools. This assignment is to commence as soon as possible. This is a 12 month position and is covered by the CUPE 1825 collective agreement. Please quote **Posting #3988762**.

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### **CARETAKER – Catholic Central High School**

We are looking to hire a continuous 40.0 hour per week Caretaker with the initial assignment at Catholic Central High School (East Campus) in Lethbridge. This assignment is to commence as soon as possible. The successful candidate must be able to work weekday afternoons, evenings, and days as assigned. This position is covered by the CUPE 1825 Maintenance and Custodial collective agreement.

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### **LIBRARY CLERK – École St. Mary School**

We are looking to hire a continuous 15.0 hour per week Library Clerk to work at École St. Mary School in Lethbridge. This assignment is to commence December 1, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3991239**.

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### **CASUAL ADMINISTRATIVE ASSISTANTS – Division Schools**

We are looking to hire casual Administrative Assistants to work at our Division Schools. Having strong mathematical and/or accounting skills is considered an asset. These positions are covered by the CUPE 1825 collective agreement.

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### **CASUAL ADMINISTRATIVE SUPPORTS (Clerk Typist) – Division Schools**

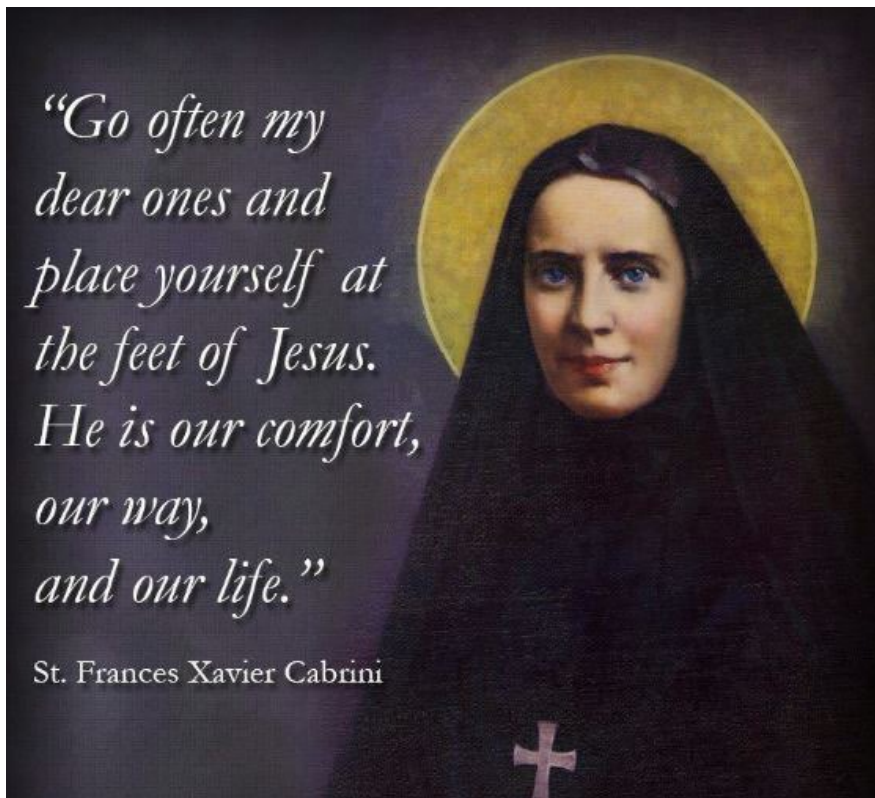
We are looking to hire casual Administrative Supports to work at our Division Schools. These positions are covered by the CUPE 1825 collective agreement.

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### **CASUAL EDUCATION ASSISTANTS – Rural Schools**

We are looking to hire casual Education Assistants to work at our rural schools in Bow Island, Coaldale, Picture Butte, Pincher Creek, and Taber. These positions are covered by the CUPE 1825 collective agreement.

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## **VOLUNTARY RETIREMENT PROGRAM 2026**

*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, 2026 and then be offered a temporary contract, from February 1, 2026 to the end of June, 2026. Pension would commence effective February 1, 2026. Beginning in February, 2026 and continuing until the end of June, 2026, 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, 2026 and hold a continuing teaching contract;
  - Teachers must submit their notice of retirement by December 13, 2025, with an effective date of January 31, 2026 to Ms. Chantel Axani, 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, 2026 for pensions to commence on February 1, 2026. 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 5, 2026. 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, 2026 to June 30, 2026.
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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, 2026 and then be offered a temporary contract, from February 1, 2026 to the end of June, 2026. Pension would commence effective February 1, 2026. Beginning in February, 2026 and continuing until the end of June, 2026, 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, 2026 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 13, 2025, with an effective date of January 31, 2026 to Ms. Chantel Axani, 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, 2026 for pensions to commence on February 1, 2026. 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 5, 2026. 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, 2026 to the end of the school year for your position, or June 30, 2026, whichever comes first.