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Here in Spirit

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REGIONAL NEWSLETTER
HOLY SPIRIT CATHOLIC SCHOOLS



Employment Opportunities At A Glance

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- **Relief Caretakers- Taber and Picture Butte**

HOLY SPIRIT



CATHOLIC SCHOOLS

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.



HOLY SPIRIT STARS



**It is important to acknowledge
the many excellent
accomplishments of our staff and
students. Please join us in
congratulating the following on
their achievements.**

NAME	SCHOOL	ACHIEVEMENT
Christian Red Crow	Children of St. Martha School, Student	Her hockey team won the Rocky Mountain Female Hockey League Championships.
Vanessa Cervera Camerynn Serfas Aaron Molenaar Ethan Slomp	St. Catherine School, Picture Butte, Students	Were chosen to participate in the “Encounters with Canada” Program.



Jenn Forchuk
Teacher Payroll

Jenn started with Holy Spirit in February of 2015 as the Payroll, Pension and Benefits coordinator for our Teachers and TOC's. Along with processing the monthly payrolls, Jenn is also responsible for managing and maintaining the ATRF pension system and monthly remittances. Jenn always has time to answer any questions or concerns a teacher or TOC has regarding their pay or benefits and will help them to the best of her ability. Helping those around her is one of her favorite parts of the job. Her laughter can often be heard throughout the building!



“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 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 forward their name to central office by June 15, 2018. Nomination information is also accessible on the division's website at: <http://bit.ly/sharethemissionhs4>.

Employment Opportunities

HEALTH AND SAFETY COORDINATOR– St. Basil Catholic Education Centre

This position is open to all qualified internal and external candidates. If chosen as the successful candidate, external applicants must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract.

The Holy Spirit Catholic Board of Education requires a full time, 35 hours per week, Health and Safety Coordinator for the Holy Spirit Catholic School Division commencing as soon as possible.

The Health and Safety Coordinator facilitates the development, implementation and maintenance of the school division's safety programs. This individual promotes the health, safety, and well-being of staff, students, and visitors within Holy Spirit Catholic Schools. The Health and Safety Coordinator also ensures that all legislative requirements, specifically the Alberta Occupational Health and Safety Act, Regulation, and Code are met in all Division operations. The position may require some evening and weekend work.

Holy Spirit Catholic Schools serves the communities of Lethbridge, Taber, Coaldale, Picture Butte, Bow Island and Pincher Creek. There are 15 schools in the division (elementary, junior high, high school) with a total enrolment of approximately 5,000 students. The school division has approximately 600 employees.

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PART TIME CARETAKER

For external applicants: the successful candidate must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract.

We currently are looking to hire a 20.0 hour per week caretaker. This position will commence April 23, 2018. A 5th Class Power Engineer's Certificate of Competency or related plant experience would be an asset.

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PROBATIONARY ASSOCIATE PRINCIPAL – Our Lady of the Assumption School

This position is open to all qualified internal and external candidates. If chosen as the successful candidate, external applicants must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract.

We invite all applicants for the position of Associate Principal at Our Lady of the Assumption School in Lethbridge, to commence with the start of the 2018/19 school year. Our Lady of the Assumption School is an ELP to Grade 6 school serving approximately 220 students. For more information on this dynamic school please see their website at: <https://www.holyspirit.ab.ca/assumption/>

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TEACHER: K-12 GRADUATION COACH – St. Michael’s School, Pincher Creek

This position is open to all qualified internal and external candidates. If chosen as the successful candidate, external applicants must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract.

The Holy Spirit Catholic Board of Education requires a 1.0 FTE K-12 Graduation Coach at St. Michael’s School in Pincher Creek, commencing as soon as possible. Under the direction of the Director of Religious Education and the Division Principal for First Nations, Métis and Inuit Education, the Graduation Coach will provide assistance to First Nations, Métis and Inuit students, individually and in groups, to ensure that supports are in place for academic success at every grade level. This assistance will include, but not be limited to, analyzing and tracking data to identify students with dropout risk factors; reviewing student academic progress and working collaboratively to develop any needed intervention plans; tutoring students individually and in small groups; identifying and removing barriers to graduation; and facilitating career action plans.

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FRENCH IMMERSION SUBSTITUTE TEACHERS

The successful candidates must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to being added to the sub list.

The Holy Spirit Catholic Board of Education has openings for French Immersion substitute teachers. The successful candidate should be bilingual, and able to communicate fluently in both oral and written forms in French and English. Special consideration will be given to those who have a French Immersion designation in their degree.

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SUBSTITUTE TEACHERS

The successful candidates must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to being added to the sub list.

The Holy Spirit Catholic Board of Education has openings for substitute teachers.

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CASUAL EDUCATION ASSISTANTS

The successful candidates must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to being added to the casual list.

The Holy Spirit Catholic Board of Education has openings for casual Education Assistants.

The education assistant provides assistance to children with various degrees of need in the learning environment, under the direction and supervision of the inclusive education liaison, the classroom teacher, and the principal. In this position it is necessary to be physically fit in order to actively engage students in all aspects of their educational program.

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RELIEF CARETAKERS

The successful candidates must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to being added to the relief list.

The Holy Spirit Catholic Board of Education has openings for Relief Caretakers at all of our schools.

The caretaker is responsible for providing and maintaining a safe and clean environment for the school and the community. The caretaker must be physically able to complete all tasks required in the general maintenance of the school building and equipment.

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RELIEF CARETAKERS – Taber and Picture Butte

The successful candidates must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to being added to the relief list.

The Holy Spirit Catholic Board of Education has openings for Relief Caretakers in Taber and Picture Butte, AB.

The caretaker is responsible for providing and maintaining a safe and clean environment for the school and the community. The caretaker must be physically able to complete all tasks required in the general maintenance of the school building and equipment.

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