



**HERE IN SPIRIT...  
Regional Newsletter  
Holy Spirit Catholic Schools**

**MONDAY, AUGUST 14, 2017**

**VOLUME XXIII NO. 55**

***Our Mission***

*We are a Catholic Faith Community dedicated to providing each student 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.*

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**EMPLOYMENT OPPORTUNITIES**

**PART TIME LIBRARY CLERK – St. Teresa of Calcutta 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.***

The Holy Spirit Catholic Board of Education requires a part time 15.0 hour per week Library Clerk at St. Teresa of Calcutta School in Lethbridge to commence the start of the 2017/18 school year. Please quote **Posting # 20170801**.

Under the direction of the Principal, the Library Clerk will process new library resources, assist students and teachers in learning about and using library resources, and supervise students in the library. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the library clerk will carry out tasks as assigned by the Principal.

**EDUCATION:**

- Computer courses in library and educational application programs;
- Knowledge and experience with library software is recommended.

**WORK EXPERIENCE:**

- Two years' experience in a library setting;
- Experience in working with students.

## **TECHNICAL SKILLS:**

- Comfortable with all applications in Microsoft Office and Google Apps;
- Knowledgeable about Internet-based reading and research tools as well as Apps for iPads;
- Word processing skills;
- Use of audio-visual equipment and photocopier.

## **INTERPERSONAL SKILLS:**

- Good communication skills;
- Supportive in working with students and teachers;
- Ability to work independently and show initiative;
- Organizational skills/time management;
- Behaviour management skills to support student learning.

### ***Application package must include the following:***

- A cover letter indicating the position applied for;
- Holy Spirit Support Staff Application Form located on our website:  
<http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Documentation which would support the education requirements for this position;
- Contact information for 3 references.

For more information regarding this position, please email the principal of the school, Mrs. Anthea Boras at [borasa@holyspirit.ab.ca](mailto:borasa@holyspirit.ab.ca).

This position will remain open until a suitable candidate is found. Interested, qualified applicants are asked to submit **by email** a complete application package as described above to:

**Mr. Brian Macauley, Deputy Superintendent  
Holy Spirit Catholic School Division  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)**

We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

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## **TEMPORARY FULL TIME TEACHER – St. Paul School**

***External applicants must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract, if chosen as the successful candidate.***

We are currently looking to hire a temporary 1.0 FTE full time Grade 5/6 teacher at St. Paul School in Lethbridge, commencing the start of the 2017/18 school year and terminating upon the return of the permanent employee. The successful candidate will be required to teach all core subjects in a multi-age setting. The ability to teach music would be an asset.

### **The Individual**

You are a strong advocate for youth and their success in learning. You demonstrate by interest, lifestyle, and growth involvement within a Christ-centered working environment. Your participation within the Catholic faith is considered to be an asset.

We are looking for a dynamic educator who believes in supporting positive behaviors through effective classroom management, has a strong sense of inclusion, and is willing to build strong connections with parents, fellow colleagues and students.

### **Qualifications**

Certified to teach in the province of Alberta.

For more information regarding this position please contact the Principal of the School, Mr. Gerry Muldoon at (403) 328-0611.

**Application package must include the following:**

- A cover letter indicating the position applied for;
- Resume, and any other documentation which would support your application;
- Contact information for 3 references;
- Holy Spirit Teacher Application Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Pastoral Reference Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>

This position will remain open until a suitable candidate is found. Interested, qualified applicants are asked to submit **by email** a complete application package as described above to:

**Mr. Brian Macauley, Deputy Superintendent  
Holy Spirit Catholic School Division  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)**

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**PROBATIONARY FULL TIME TEACHER – École St. Mary**

***External applicants must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract, if chosen as the successful candidate.***

We are currently looking to hire a probationary 1.0 FTE full time teacher at École St. Mary School in Lethbridge, commencing the start of the 2017/18 school year. The successful candidate will be teaching the Grade 3 French program.

**The Individual**

You are a strong advocate for youth and their success in learning. You demonstrate by interest, lifestyle, and growth involvement within a Christ-centered working environment. Your participation within the Catholic faith is considered to be an asset.

We are looking for a dynamic educator who believes in supporting positive behaviors through dynamic classroom management, has a strong sense of inclusion, and is willing to build strong connections with parents, fellow colleagues and students.

**Qualifications**

Certified to teach in the province of Alberta.

For more information regarding this position please contact the Principal of the school, Mr. Dan Monaghan at (403) 327-3098.

**Application package must include the following:**

- A cover letter indicating the position applied for;
- Resume, and any other documentation which would support your application;
- Contact information for 3 references;
- Holy Spirit Teacher Application Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>
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## **FRENCH IMMERSION SUBSTITUTE TEACHERS NEEDED**

***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.

### **The Individual**

You are a strong advocate for youth and their success in learning. You demonstrate by interest, lifestyle, and growth involvement within a Christ-centered working environment. Your participation within the Catholic faith is considered to be an asset.

### **Qualifications**

Certified to teach in the province of Alberta.

#### **Application package must include the following:**

- A cover letter indicating the position applied for;
- Resume, and any other documentation which would support your application;
- Contact information for 3 references;
- Holy Spirit Substitute Teacher Application Form located on our website:  
<http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Pastoral Reference Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>

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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.

### **The Individual**

You are a strong advocate for youth and their success in learning. You demonstrate by interest, lifestyle, and growth involvement within a Christ-centered working environment. Your participation within the Catholic faith is considered to be an asset.

### **Qualifications**

Certified to teach in the province of Alberta.

#### **Application package must include the following:**

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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. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the education assistant will carry out tasks as assigned by both the daily and program supervisors.

### **QUALIFICATIONS**

#### **EDUCATION:**

- Education Assistant Certificate and/or Diploma or Rehabilitation Practitioner Certificate and/or Diploma or equivalent.

#### **WORK EXPERIENCE:**

- At least one year experience working with students with special programming needs.

#### **SKILLS:**

- First Aid Training;
- Supporting Individuals Through Valued Attachments Training (SIVA) Certificate.

#### **INTERPERSONAL SKILLS:**

- Understands that it is of paramount importance to maintain confidentiality of all aspects of the school community;
- Excellent communication skills;
- Willing to participate in new learning opportunities;
- Ability to take responsibility for individual student needs;
- Ability to contribute in a collaborative team-based learning structure.

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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.

### **Qualifications and experience for this position include:**

- High School Diploma
- WHMIS certification
- First Aid certification
- Experience as a custodian or in a related field or area

### **Basic knowledge of:**

- hand and power tools
  - ground maintenance equip.
  - cleaning equipment (including floor washers, buffers, etc.)
  - plumbing and electrical systems
  - computer skills
- Demonstrates ethical and confidential behaviour,  
Demonstrates appropriate and independent use of time,  
Maintains effective working relationships with staff, students and community members.

### ***Application package must include the following:***

- A cover letter indicating the position applied for;
- A Holy Spirit Casual Support Staff Application Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Documentation which would support the education requirements for this position;
- Contact information for 3 references

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