



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

CHRISTOPHER SMEATON
SUPERINTENDENT OF SCHOOLS

BRIAN MACAULEY
DEPUTY SUPERINTENDENT

MONDAY, AUGUST 15, 2016

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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.

EMPLOYMENT OPPORTUNITIES

TEMPORARY 0.5 FTE TEACHER – Father Leonard Van Tighem School

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

We are currently looking to hire a temporary 0.5 FTE teacher at Father Leonard Van Tighem School in Lethbridge, to commence the start of the 2016/17 school year and terminate on September 30, 2016. This contract may be extended further into the school year. The successful candidate will be required to teach Junior High Drama and Grade 6 Art and Health. A background in French would be an asset but not required. This position would be scheduled for the afternoons from Monday to Thursday and all day Friday. This would leave the mornings available for substitute teaching.

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, Ms. Denise Kobza at (403) 381-0953.

- ***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>

Interested, qualified applicants are asked to submit **by email** a complete application package as described above **by noon on August 22, 2016** to:

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

Please note: This position will remain open until a suitable candidate is found. We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

TEMPORARY FULL TIME TEACHER – École St. Mary

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

We are currently looking to hire a temporary 1.0 FTE teacher at École St. Mary School in Lethbridge, commencing August 31, 2016 and terminating September 30, 2016 with the possibility of this contract extending further into the school year. The successful candidate will be teaching Grade 5 (English).

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>
- Pastoral Reference Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>

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TEMPORARY 0.5 FTE TEACHER – 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 criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.

We are currently looking to hire a temporary 0.5 FTE Elementary teacher at Our Lady of the Assumption School in Lethbridge, to commence the start of the 2016/17 school year and terminate on June 30, 2017. The successful candidate will be required to teach Division II Language Arts and Division I Math. The applicant should have the ability to effectively deliver programming for high needs students.

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. Greg Kostiuk at (403) 327-4596.

- ***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:
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ADMINISTRATIVE ASSISTANT – 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 criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.

The Holy Spirit Catholic Board of Education requires a 35.0 hour per week Administrative Assistant (12 month) at St. Basil Catholic Education Centre starting September 6, 2016. **Please quote job posting #20160801**

Under the guidance of the Directors of Learning and Religious Education, the Administrative Assistant performs tasks to ensure the smooth operation of their assigned departments in the St. Basil Catholic Education Centre.

EDUCATION:

- Two (2) year secretarial program or equivalent

WORK EXPERIENCE:

- Minimum Two (2) years office experience

TECHNICAL SKILLS:

- Website design, creation and maintenance for Digital Citizenship, Religious Education, FNMI, and Principal's Shared Blog site.
- Media Management for Division Resources- order, maintain, catalogue materials; district leadership for our library software program
- Proficiency in computer and design skills
- Creation of presentation materials i.e flyers, brochures, newsletters, etc.
- Video Production
- Designing online learning materials
- Flexibility in learning and working with various information software
- Knowledge of office equipment and procedures
- Strong written and oral communication skills
- Proficiency working with data in spreadsheets, data bases and presentation software

INTERPERSONAL SKILLS:

- Assist in all aspects of planning for Division Professional Development Day and events, and Spiritual Development Day and Opening Mass.
- Organizational skills/time management
- Communication skills and telephone etiquette
- Ability to work unsupervised
- Ability to work under stress and deadlines
- Great public relations skills
- Demonstrates sound judgement
- Work independently and show initiative
- Professional attitude
- Confidentiality
- Ability to work in a team environment

For more information regarding this position, please contact the Director of Learning, Ms. Lorelie Lenaour or the Director of Religious Education, Ms. Joann Bartley at 403-327-9555.

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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, August 22, 2016** to:

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FAMILY FIRST FACILITATORS – Children of St. Martha and École St. Mary Schools

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

The Holy Spirit Catholic Board of Education requires two (2), 35 hours a week, Family First Facilitators, one (1) at Children of St. Martha School and one (1) at École St. Mary School in Lethbridge commencing as soon as possible and terminating June 30, 2017. The position includes a flexible work week with evening and weekend availability necessary for scheduled events.

Reporting to the school Principal and the Coordinator of Counselling and Wellness, the Family First Facilitator supports the implementation of School Division and funder goals/priorities through the provision of services to students, parents and staff in assigned schools.

Key responsibilities include:

- Building rapport, developing connections and responding to individual needs with students, families and staff in project schools

- Facilitating programs for students to develop skills and acquire knowledge
- Facilitating programs for parents to acquire knowledge, build skills, and confidence in their ability to provide a nurturing and safe environment for their children
- Providing navigation, advocacy and follow up support to children, youth and families who are referred to agencies within the community
- Participating in data collection and evaluation processes
- Delivering program at multiple sites including home, school and community

QUALIFICATIONS

EDUCATION:

- This position requires a human services degree, diploma or approved equivalent with experience working in an educational setting in a collaborative environment.

WORK EXPERIENCE:

- Experience providing in home or community support services to young children and their families under the direction and supervision of a consulting professional.

TECHNICAL SKILLS (preferred):

- Triple P Parenting Certification
- Protective Factors that Strengthen Families
- Effective Home Visitation

INTERPERSONAL SKILLS:

- Demonstrates ethical behavior and maintains strict confidentiality. Position will encompass collaboration with school based team (FSLC and FNMI support worker) as well as with partnering agencies (Child Protective Services, Addictions and Mental Health and Children's Allied Health)
- Proven ability to work in a fast paced environment, be innovative and prioritize;
- Ability to apply a strength-based model in collaboration with consulting professionals;
- Exemplary communication and interpersonal skills;
- Ability to demonstrate genuine respect of families' unique community, cultural and language backgrounds.

RELATED REQUIREMENTS:

- Valid Alberta Driver's License, clean drivers abstract and a reliable vehicle;
- Evidence of 2 million automobile insurance and willingness to transport families if necessary;
- Current First Aid and CPR;
- Valid passport and ability to travel for training.

For more information regarding this position, please call the Director of Support Services, Mrs. Michelle Mackinnon at (403) 327-9555.

Application package must include the following:

- A cover letter indicating the position applied for;
- Holy Spirit Support Staff Application Form located on our website:
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CASUAL EDUCATION ASSISTANTS

The successful candidates must provide a current criminal record (including vulnerable sectors) check, and a current child intervention 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.

Application package must include the following:

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- Holy Spirit Support Staff Application Form located on our website:
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- Documentation which would support the education requirements for this position;
- Contact information for 3 references.

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RELIEF CARETAKERS

The successful candidates must provide a current criminal record (including vulnerable sectors) check, and a current child intervention 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
- WHIMIS 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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