

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

MONDAY, AUGUST 21, 2017

VOLUME XXIII NO. 56

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

EDUCATION ASSISTANTS REQUIRED

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 the following Education Assistants. **Please quote all posting numbers you are applying for:**

School	Position	Hours/week	Posting #
St. Teresa of Calcutta	Education Assistant	28 hours	Posting #20170802
Children of St. Martha	Education Assistant	28 hours	Posting #20170803
École St. Mary	Education Assistant	28 hours	Posting #20170804
St. Michael's, Pincher Creek	Education Assistant	21 hours	Posting #20170805
St. Michael's, Bow Island	Education Assistant	14 hours	Posting #20170806
St. Joseph, Coaldale	Education Assistant	28 hours	Posting #20170807
Father Leonard Van Tighem	Education Assistant	28 hours	Posting #20170808

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 special 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:

- 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 call the Director of Support Services, Mrs. Michelle MacKinnon at (403) 327-9555.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, August 28, 2017** 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 EDUCATION ASSISTANTS REQUIRED

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 the following temporary Education Assistants commencing as soon as possible and terminating upon the return of the permanent employe. **Please quote all posting numbers you are applying for:**

<u>School</u>	<u>Position</u>	<u>Hours/week</u>	<u>Posting #</u>
Father Leonard Van Tighem	Education Assistant	30 hours	Posting #20170809
Catholic Central High School	Education Assistant	30 hours	Posting #20170810

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 special 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:

- 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.

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EDUCATION ASSISTANT – St. Patrick Fine Arts Elementary School

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 28.0 hour per week education assistant at St. Patrick Fine Arts Elementary School in Lethbridge commencing as soon as possible. The successful candidate will be required to work with students on a one-to-one basis, as well as in a classroom setting. Special consideration will be given to candidates who have had experience working with ESL students, students with speech/language skill development needs, and students with complex learning needs.

The successful candidate will be expected to work with speech/language students under the direction of the Speech Pathologist. Please quote **Posting #20170811**.

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 special 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:

- 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 call the Director of Support Services, Mrs. Michelle MacKinnon at (403) 327-9555.

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EDUCATION ASSISTANT –Catholic Central High School

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 28.0 hour per week education assistant at Catholic Central High School in Lethbridge, commencing as soon as possible. The successful candidate will be required to work on a one-to-one basis, in an inclusive classroom setting, with a male student who has complex needs. Special consideration will be given to candidates with prior experience working with students having high diverse learning and behavioural needs. Please quote **Posting #20170812**.

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 inclusive 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;
- Experience with employing research-based and effective behavioural modification strategies.

WORK EXPERIENCE:

- At least one year experience working with students with special programming needs.
- Experience/training with assistive communication devices
- Experience with Applied Behavioral Analysis

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:

- 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?pageID=41>
- Documentation which would support the education requirements for this position;
- Contact information for 3 references.

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

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EARLY LEARNING SPEECH LANGUAGE ASSISTANT (French Immersion) – École St. Mary 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 27.0 hour per week Early Learning Speech Language Assistant at École St. Mary School in Lethbridge commencing the start of the 2017/18 school year. The successful candidate will be required to work on a one on one basis, as well as in a classroom setting. Familiarity with the French language would be an asset. Please quote **Posting #20170814**.

The Early Learning Speech Language Assistant provides speech and language enrichment and individualized programming to children with various degrees of need in the learning environment, under the direction and supervision of the Speech-Language Pathologist, the Early Learning Coordinator, and the Principal. In this position it is necessary to be physically fit in order to actively engage children in all aspects of the ECS program. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the Early Learning Speech Language Assistant will carry out tasks as assigned by both the Principal and the Early Learning Professional team.

QUALIFICATIONS

EDUCATION:

- Program training for support personnel in speech-language pathology (preference given to candidates eligible for membership in the Supportive Personnel Category of the Canadian Association of Speech-Language Pathologists and Audiologists);
- Preference will be given to candidates who have SLA certification from a recognized institution.

WORK EXPERIENCE:

- At least one year experience working in an Early Learning Program and/or with children with speech and language delays.

SKILLS:

- First Aid Training;
- Hanen Learning Language and Loving It Certification;
- Hanen ABC and Beyond Certification.

INTERPERSONAL SKILLS:

- Excellent communication skills;
- Good conflict resolution skills;
- Student supervision skills;
- Understands that it is of paramount importance to maintain confidentiality of all aspects of the school community.

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 call the Coordinator of Early Learning, Ms. Lynn Saler at (403) 327-9555.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, August 28, 2017** to:

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Holy Spirit Catholic School Division
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TEMPORARY EARLY LEARNING SPEECH LANGUAGE ASSISTANT – Father Leonard Van Tighem

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 temporary 27.0 hour per week Early Learning Speech Language Assistant at Father Leonard Van Tighem School in Lethbridge, commencing the start of the 2017/18 school year and terminating May 11, 2018 or upon the return of the permanent employee, whichever occurs first. The successful candidate will be required to work on a one on one basis, as well as in a classroom setting. Please quote **Posting #20170813**.

The Early Learning Speech Language Assistant provides speech and language enrichment and individualized programming to children with various degrees of need in the learning environment, under the direction and supervision of the Speech-Language Pathologist, the Early Learning Coordinator, and the Principal. In this position it is necessary to be physically fit in order to actively engage children in all aspects of the ECS program. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the Early Learning Speech Language Assistant will carry out tasks as assigned by both the Principal and the Early Learning Professional team.

QUALIFICATIONS

EDUCATION:

- Program training for support personnel in speech-language pathology (preference given to candidates eligible for membership in the Supportive Personnel Category of the Canadian Association of Speech-Language Pathologists and Audiologists);
- Preference will be given to candidates who have SLA certification from a recognized institution.

WORK EXPERIENCE:

- At least one year experience working in an Early Learning Program and/or with children with speech and language delays.

SKILLS:

- First Aid Training;
- Hanen Learning Language and Loving It Certification;
- Hanen ABC and Beyond Certification.

INTERPERSONAL SKILLS:

- Excellent communication skills;
- Good conflict resolution skills;
- Student supervision skills;
- Understands that it is of paramount importance to maintain confidentiality of all aspects of the school community.

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 call the Coordinator of Early Learning, Ms. Lynn Saler at (403) 327-9555.

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FAMILY ENHANCEMENT FACILITATOR- St. Paul 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 30.0 hour per week, Family Enhancement Facilitator, based at St. Paul School in Lethbridge commencing as soon as possible. The position includes a flexible work week with evening and weekend availability necessary for scheduled events.

Under the direction and guidance of the Coordinator of Counselling and Wellness, and in conjunction with the behavior support team's teachers, the Family Enhancement Facilitator provides assistance to students and families in collaboration with the school based Family School Liaison Counsellor (FSLC). Supports are delivered in all schools within Holy Spirit Catholic Schools based on the unique behavioral needs of students and extenuating family need. The candidate must have a solid working knowledge of community supports for all schools that we serve.

In partnership with school administrators, the team's teachers and the school FSLC, the Family Enhancement Facilitator connects with families in accessing community services as recommended by the team and the FSLC. Due to the sharing of highly personal information required to meet the unique needs of students and families, confidentiality is of utmost importance.

QUALIFICATIONS

EDUCATION:

- This position requires a human services 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 children and their families under the direction and supervision of a consulting professional.

TECHNICAL SKILLS:

- Protective Factors that Strengthen Families
- Effective Home Visitation
- Specialized training in supporting families

INTERPERSONAL SKILLS:

- Demonstrates ethical behavior and maintains strict confidentiality. Position will encompass collaboration with school based team 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.
- Strong understanding of the function of maladaptive behavior and the impacts on the family dynamic.

RELATED REQUIREMENTS:

- Valid Class 4 Alberta Driver's License, clean drivers abstract and a reliable vehicle;
- 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:
<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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Mr. Brian Macauley, Deputy Superintendent
Holy Spirit Catholic School Division
Email: kawarh@holyspirit.ab.ca

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

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 (587) 787-1490.

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
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Email: 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.

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
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Email: 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>
- Pastoral Reference 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:

- 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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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.

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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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

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

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