

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

CHRISTOPHER SMEATON
SUPERINTENDENT OF SCHOOLS

BRIAN MACAULEY
DEPUTY SUPERINTENDENT

MONDAY, AUGUST 29, 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

EARLY LEARNING EDUCATION ASSISTANTS REQUIRED

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

The Holy Spirit Catholic Board of Education requires the following Early Learning Education Assistants. Please quote all posting numbers applied for:

School	Position	Hours/week	Posting #
Children of St. Martha	Early Learning	25 hours	Posting #20160803
Children of St. Martha	Early Learning	14 hours (A.M.)	Posting #20160804
Children of St. Martha	Early Learning	28 hours	Posting #20160805
Our Lady of the Assumption	Early Learning	14 hours (A.M.)	Posting #20160806
Our Lady of the Assumption	Early Learning	14 hours (A.M.)	Posting #20160807
Blessed Mother Teresa	Early Learning	14 hours (A.M.)	Posting #20160808
St. Catherine Picture Butte	Early Learning	14 hours (A.M.)	Posting #20160809
St. Paul	Early Learning	14 hours (A.M.)	Posting #20160810
St. Paul	Kindergarten	14 hours (A.M.)	Posting #20160811
St. Paul	Kindergarten	14 hours (A.M.)	Posting #20160812
St. Michael's, Bow Island	Kindergarten	14 hours Tues/Thur	Posting #20160813
St. Michael's, Pincher Creek	Kindergarten	14 hours Mon/Wed	Posting #20160814

To be considered for this position candidates must possess or be willing to gain the following skills:

- Hanen Learning Language and Loving It Certification.
- At least one year experience working in Childhood Program and/or with children with special needs.
- Experience working proactively with positive intervention with child's behaviours.
- Is able to provide supports and cues for sound production as directed by the Speech Language Pathologist.
- Is able to match activities and model appropriate behaviours at child's functioning level.
- Has or is willing to gain Child Development Worker certificate within the first six months of employment.
- Has or is willing to gain First Aid Training.
- Positions may require providing assistance with toileting and other daily living skills.
- Has the ability to work effectively within a trans-disciplinary team which is dependent on the child's need.
- Is able to take direction from the professional team.
- Must be physically able to engage and participate in the active ECS environment.

For more information regarding this position, please call the Coordinator of Early Learning, Mrs. Lynn Saler at (403) 327-9555.

Application package must include the following:

- A cover letter indicating the position applied for;
- A completed 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, September 5, 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.

EDUCATION ASSISTANTS REQUIRED

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 the following Education Assistants. **Please quote all posting numbers applied for:**

School	Position	Hours/week	Posting #
Children of St. Martha	Education Assistant	14 hours	Posting #20160815
Blessed Mother Teresa	Education Assistant	28 hours	Posting #20160816
Blessed Mother Teresa	Education Assistant	28 hours	Posting #20160817
St. Catherine, Picture Butte	Education Assistant	14 hours	Posting #20160818

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:

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- Holy Spirit Support Staff Application Form located on our website: [http://www.holyspirit.ab.ca/page.cfm?pgID=41;](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, September 5, 2016** to:

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TEMPORARY EDUCATION ASSISTANTS REQUIRED

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 the following temporary Education Assistants commencing as soon as possible. **Please quote all posting numbers applied for:**

School	Position	Hours/week	Termination Date	Posting #
Father Leonard Van Tighem	Education Assistant	30 hours	October 31, 2016 (With the possibility of extension)	Posting #20160819
St. Paul	Education Assistant	30 hours	December 23, 2016 (With the possibility of extension)	Posting #20160820
Catholic Central High School	Education Assistant	30 hours	October 31, 2016 (With the possibility of extension)	Posting #20160821
St. Michael's Pincher Creek	Education Assistant	21 hours	June 30, 2017	Posting #20160822
Our Lady of the Assumption	Education Assistant	30 hours	April 14, 2017	Posting #20160823

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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EARLY LEARNING SPEECH LANGUAGE ASSISTANT – École St. Mary

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 27.0 hour per week Early Learning Speech Language Assistant at École St. Mary School in Lethbridge commencing as soon as possible. The successful candidate will be required to work on a one on one basis, as well as in a classroom setting. Please quote **Posting #20160824**.

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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TEMPORARY EARLY LEARNING SPEECH LANGUAGE ASSISTANT – St. Joseph, Coaldale

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 15.0 hour per week Early Learning Speech Language Assistant at St. Joseph School in Coaldale commencing as soon as possible and terminating June 30, 2017 on 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 #20160825**.

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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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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