



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

TUESDAY, AUGUST 29, 2017

VOLUME XXIII NO. 57

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 FULL TIME TEACHER – Catholic Central High 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 currently are looking to hire a temporary 1.0 FTE full time teacher at Catholic Central High School to commence as soon as possible and terminate November 30, 2017 or upon the return of the permanent employee, whichever occurs first. This position requires someone to teach Band and Knowledge and Employability courses.

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.

For more information regarding this position please contact the principal of the school, Ms. Joanne Polec 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:
<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 Tuesday, September 5, 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 FULL TIME TEACHER – St. Francis Junior High 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 currently are looking to hire a temporary 1.0 FTE full time teacher at St. Francis Junior High School to commence as soon as possible and terminate September 30, 2017 or upon the return of the permanent employee, whichever occurs first. This position requires someone to teach Band and Knowledge and Employability courses.

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.

For more information regarding this position please contact the principal of the school, Mr. Kevin Kinahan at (403) 327-3402.

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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Holy Spirit Catholic School Division
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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 #
École St. Mary	Education Assistant	14 hours	Posting #20170815
St. Paul School	Education Assistant	28 hours	Posting #20170816
St. Francis Junior High School	Education Assistant	28 hours	Posting #20170817

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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Email: kawarh@holyspirit.ab.ca

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TEMPORARY EDUCATION ASSISTANT – 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.

The Holy Spirit Catholic Board of Education requires a temporary 29.0 hour per week education assistant at St. Paul School in Lethbridge, commencing as soon as possible and terminating March 16, 2017 or upon the return of the permanent employee, whichever occurs first. Please quote **Posting #20170818**.

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 Tuesday, September 5, 2017** to:

Mr. Brian Macauley, Deputy Superintendent
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TEMPORARY EARLY LEARNING SPEECH LANGUAGE ASSISTANT – Father Leonard Van Tighem

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.

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:

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- 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.

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:

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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:
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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:
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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:

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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 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:
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- Documentation which would support the education requirements for this position;
- Contact information for 3 references

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