

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

MONDAY, DECEMBER 12, 2016

VOLUME XXIII NO. 16

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.

HOLY SPIRIT STARS



It is important to acknowledge the many excellent accomplishments of our staff and students. Please join us in congratulating the following on their achievements:



NAME	SCHOOL	ACHIEVEMENT
St. Francis Band Kyle Harmon	St. Francis Junior High School, Students and Teacher	Have been shortlisted for the CBC Canadian Music Challenge for their collaboration recording of the song "Ahead By A Century" by the Tragically Hip.
CCH Band Sarah Harmon	Catholic Central High School, Students and Teacher	

EMPLOYMENT OPPORTUNITIES

PROBATIONARY TEACHER: JUNIOR HIGH GRADUATION COACH– St. Francis Junior High 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.

The Holy Spirit Catholic Board of Education requires a probationary 1.0 FTE Junior High Graduation Coach at St. Francis Junior High in Lethbridge, commencing Monday, January 9, 2017. Under the direction of the Director of Religious Education, the Junior High Graduation Coach will provide assistance to all First Nations, Métis and Inuit students, individually and in groups, to ensure the supports are in place for successful entrance to high school. This assistance will include, but not be limited to, analyzing and tracking data to identify students with dropout risk factors; reviewing student progress on courses and working collaboratively to develop an intervention plan; tutoring students individually and in small groups; identifying and removing barriers to graduation; and facilitating career action plans.

The successful applicant will work to ensure smooth transitions of elementary students to junior high and junior high students to high school. Ability to develop relationships with students, parent/guardians, school personnel, and community organizations is critical to this position. The candidate will work to develop connections with junior high students to be proactive in their education.

The Individual

You demonstrate an understanding of and respect for First Nations, Métis and Inuit culture, history and traditions, including the impact of contemporary and historical contexts.

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.

WORK EXPERIENCE:

• Successful teaching experience K- 12 with the ability to teach a variety of courses. The candidate must be recognized as a master teacher with a strong background in literacy and numeracy.

INTERPERSONAL SKILLS:

- Organizational skills/time management
- Ability to work as part of a team
- Strong communication skills
- Professional attitude
- Confidentiality

For more information on this posting please contact the Director of Religious Education, Joann Bartley at (403) 327-9555.

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>

INTERNAL APPLICANTS: Please provide a cover letter indicating your qualifications for the position, a letter of reference from your current Principal as well as, any documents specified in the job posting that we may not have on file; including a copy of certificates and/or diplomas relating to education requirements for the position applied for.

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

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

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 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 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 Liasion 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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, December 19, 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 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.

EDUCATION ASSISTANT – Behavior Support Team – St. Paul

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 a 28.0 hour per week education assistant to work with the jurisdiction's behavior support team. The successful candidate will have proven ability to support students with severe behavioral needs in a collaborative team structure. The behavior support team provides programming support to identified students in all schools within Holy Spirit Catholic Schools. **Please quote Posting #20161202**

The education assistant provides assistance to children with various degrees of need in the learning environment under the direction and supervision of the behavior specialist teachers, 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. Through collaborative team-based structure, the education assistant will carry out duties as assigned by both the daily and program supervisors. Confidentiality is of utmost importance in achieving the common good for all students.

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 severe behavioral needs

SKILLS:

- Have specialized skills, training and/or experience supporting students with behavior challenges
- 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;
- Ability to use problem-solving skills effectively;
- Possesses positive decision-making skills;
- Flexible and calm approach in highly stressful situations;
- Excellent communication skills;
- Eager to learn new skills and embrace challenges;
- 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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SUBSTITUTE TEACHERS

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 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 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:

- 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 to:

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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

Interested, qualified applicants are asked to submit **by email** a complete application package as described above to:

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

TEACHER VOLUNTARY RETIREMENT PROGRAM 2017

All staff interested in this program should contact Carol Linden by email at lindenc@holyspirit.ab.ca or by phone at 403 331-4305 with any questions.

Teachers:

The voluntary retirement program for teachers who are planning on retiring at the end of this school year is as follows: The program allows teachers to retire on January 31, 2017 and then be offered a temporary contract, from February 1, 2017 to June 30, 2017. Pension would commence effective February 1, 2017. Beginning in February 2017 and continuing until June 30, 2017 retired teachers would receive their regular salary, plus their pension from ATRF. They will receive summer hold back money at the end of January from their continuing contract, and at the end of June from their temporary contract.

Information about the program:

- Teachers must be at least 55 years of age or older on January 31, 2017 and hold a continuing teaching contract;
- Teachers must submit their notice of retirement by December 15, 2016, with an effective date of January 31, 2017 to Mr Chris Smeaton, Superintendent of Schools;

- Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund (ATRF) by January 31, 2017 for pensions to commence on February 1, 2017. For additional information please go to the following link: <http://www.atrf.com/teacher/publications>
 - Application forms for ASEBP early retirement benefits will be provided by our payroll department. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 9, 2017. Additional information regarding these benefits can be found at the following link: https://www.asebp.ab.ca/resources/publications/brochures/ER_Guide.pdf
 - A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2017 to June 30, 2017.
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SUPPORT STAFF VOLUNTARY RETIREMENT PROGRAM 2017

All staff interested in this program should contact Carol Linden by email at lindenc@holyspirit.ab.ca or by phone at 403 331-4305 with any questions.

Support Staff:

The voluntary retirement program for support staff who are planning on retiring at the end of this school year is as follows: The program allows support staff to retire on January 31, 2017 and then be offered a temporary contract, from February 1, 2017 to the end of June 2017. Pension would commence effective February 1, 2017. Beginning in February 2017 and continuing until June 30, 2017, retired support staff would receive their earned regular wages, plus their pension from LAPP.

Information about the program:

- Support staff must be at least 55 years of age or older on January 31, 2017 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 15, 2016, with an effective date of January 31, 2017 to Mr. Chris Smeaton, Superintendent of Schools;
- Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan (LAPP) by January 31, 2017 for pensions to commence on February 1, 2017. For access to forms and additional information please go to the following link: <http://www.lapp.ca/retirees/publications/>
- Application forms for ASEBP early retirement benefits will be provided by our payroll department. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 9, 2017. Additional information regarding these benefits can be found at the following link: https://www.asebp.ab.ca/resources/publications/brochures/ER_Guide.pdf
- A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2017 to the end of the school year for your particular position or June 30, 2017, whichever comes first.



The Advent Wreath

**3rd CANDLE – (pink) THE SHEPHERD CANDLE or THE
CANDLE OF JOY – The angels sang a message of JOY!
(Luke 2:7-15)**