



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

MONDAY, DECEMBER 5, 2016

VOLUME XXIII NO. 15

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

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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, December 12, 2016** to:

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

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

TEMPORARY EARLY LEARNING EDUCATION ASSISTANT – Our Lady of the Assumption

External applicants: the successful candidate 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 temporary 14.0 hour per week Early Learning Education Assistant at Our Lady of the Assumption School in Lethbridge starting January 9, 2017 and terminating June 16, 2017. **Please quote Posting #20161201**

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, Ms. 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

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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.

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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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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

2nd CANDLE – (purple) THE BETHLEHEM CANDLE or THE CANDLE OF PREPARATION – God kept his promise of a Savior who would be born in Bethlehem. Preparation means to “get ready”. Help us to be ready to welcome YOU, O GOD! (Luke 3:4-6)