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Here in Spirit

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REGIONAL NEWSLETTER
HOLY SPIRIT CATHOLIC SCHOOLS



Employment Opportunities At A Glance

- **Administrative Assistant- Children of St. Martha**
- **Full Time Clerk Typist- Catholic Central High School**
- **Principal- St. Francis Junior High School**
- **Probationary Associate Principal- École St. Mary**
- **Temporary Summer Students- Maintenance Helpers**
- **Probationary Full Time French Immersion Teacher- École St. Mary**
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- **French Immersion Substitute Teachers**
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HOLY SPIRIT



CATHOLIC SCHOOLS

Our Mission Statement

We are a Catholic Faith Community, dedicated to providing each student entrusted to our care 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
Seth Duell Charissa Bueckert	St. Mary School, Students	Were accepted to perform with the Southern Alberta Band Association Junior Honor Band in Calgary.



*Dianne Brodie
Learning Coach*

Dianne has been an elementary teacher with Holy Spirit Catholic Schools for 24 years, with most of her experience in Kindergarten- Grade 3 classrooms. Professional development and collaboration with colleagues have inspired career-long learning and a focus on continuous improvement. She is excited to now serve the division as a Learning Coach, and looks forward to the opportunity to support teachers in meeting their professional goals for student learning in literacy and numeracy.

Employment Opportunities

ADMINISTRATIVE ASSISTANT – Children of St. Martha

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 full time continuous 35.0 hour per week Administrative Assistant (10 month) at Children of St. Martha School in Lethbridge commencing the start of the 2018/19 school year. Please quote **Posting #20180201**.

[View Details](#)

FULL TIME CLERK TYPIST – Catholic Central 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 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 full time continuous 35.0 hour per week Clerk Typist at Catholic Central High School commencing as soon as possible. Please quote **Posting #20180202**.

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PRINCIPAL- 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 police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract.

A Principal is required at St. Francis Junior High School, located in Lethbridge, Alberta to commence the start of the 2018/19 school year. St. Francis Junior High School is a Grade 7-9 school serving approximately 500 students with a staff of 48. For more information on this dynamic school please see their website at: www.holyspirit.ab.ca/st.francis/

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PROBATIONARY ASSOCIATE PRINCIPAL – 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 record (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract.

We invite all applicants for the position of Associate Principal at École St. Mary Elementary School in Lethbridge, to commence with the start of the 2018/19 school year. École St. Mary is a ELP to Grade 6, dual track French Immersion/ English school serving approximately 400 students. For more information on this dynamic school please see their website at: www.holyspirit.ab.ca/st.mary/

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TEMPORARY SUMMER STUDENTS – Maintenance Helpers

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.

Positions: 3
Hourly wage: \$16.00/hour (plus 4% vacation pay)
Assignment: 40 hours per week (Monday through Friday)
Period: Continuous employment from May 1, 2018 to August 24, 2018

Position Details: Holy Spirit Catholic Schools is hiring 3 students as summer maintenance helpers. In order to qualify, students must have completed at least one year of post-secondary education, and are continuing in full-time studies in the fall. Preference will be given to graduates of Holy Spirit Catholic Schools.

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PROBATIONARY FULL TIME FRENCH IMMERSION 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 full time 1.0 FTE French Immersion teacher at École St. Mary School in Lethbridge, commencing the start of the 2018- 2019 school year. The successful candidate will be teaching French Immersion at this Grade 1-6 school.

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TEMPORARY FULL TIME FRENCH IMMERSION 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 temporary full time 1.0 FTE teacher at École St. Mary School in Lethbridge, commencing March 19, 2018 and terminating June 30, 2018. The successful candidate will be teaching Grade 1 French Immersion program.

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FRENCH IMMERSION 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 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.

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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.

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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.

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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.

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RELIEF CARETAKERS – Taber and Picture Butte

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 in Taber and Picture Butte, AB.

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.

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