

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

MONDAY, FEBRUARY 13, 2017

VOLUME XXIII NO. 26

## *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.*

### **Wendy Urquhart – French & International Education Consultant**



Wendy Urquhart is Holy Spirit's French & International Education Consultant. Thanks to federal funding for Official Languages, Wendy serves the division by offering cultural activities, resources and PD opportunities to both staff and students in the FSL and French Immersion programs. As International Education Consultant, she is responsible for recruiting students from across the globe to study in our schools and for promoting international opportunities to our secondary students.

### **Kendra Harding – Homestay Coordinator**

Kendra joined us as the Homestay Coordinator for the International Students Program in March 2016. She finds safe and supportive homes and families for the students to live with during their stays. In this role she prides herself on matching students and families and looks forward to being there for each and every one of them during this exciting experience! It is rare to find Kendra without a smile on her face so if you haven't met her please be sure to introduce yourself!



## Ann Muldoon – Learning Coach



Ann started with Holy Spirit in August 2016 in the role of learning coach to help support the division's focus on ensuring that all students develop literacy and numeracy skills that will prepare them for a changing future. She works primarily in three schools, Children of St. Martha, École St. Mary and St. Paul, supporting teachers of K-3 students with literacy and numeracy assessment, instruction and intervention. She also facilitates professional development sessions for other schools throughout the division. After working for many years in the public school system, Ann is thrilled to come home to Catholic education.



## **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
Junior Varsity Girls Basketball Team	St. Catherine School, Picture Butte, Students	Won the COLJHAA JV Tournament held in Coaldale.
Junior Varsity Boys Basketball Team	St. Catherine School, Picture Butte, Students	Won the consolation final at the COLJHAA JV Tournament held in Coaldale.

## **EMPLOYMENT OPPORTUNITIES**

### **TEMPORARY 1.0 FTE EARLY LEARNING LEAD TEACHER**

***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.***

We currently are looking to hire a temporary 1.0 FTE Early Learning Lead Teacher. The successful candidate will work closely with the Early Learning Coordinator and the Early Learning Team to provide programming for ECS age children in Early Learning and Kindergarten program settings in various schools in the division. This position will commence as soon as possible and terminate on June 30, 2017.

## **The Individual**

You are a strong advocate for children and their success in learning. You have a passion for education in the early years. You have strong communication skills and are sensitive to the diverse needs of young children and their families. 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 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>

For more information regarding this position, please call the Director of Support Services, Mrs. Michelle MacKinnon 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:

**Mr. Brian Macauley, Deputy Superintendent**  
**Holy Spirit Catholic School Division**  
**Email: [kawarh@holyspirit.ab.ca](mailto: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.

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## **TEMPORARY EDUCATION ASSISTANT – St. Paul School**

***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 temporary 29.0 hour per week education assistant at St. Paul School in Lethbridge, commencing March 20, 2017 and terminating June 30, 2017 or upon the return of the permanent employee, whichever occurs first. Please quote **Posting #20170202**.

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 Monday, February 20, 2017** to:

**Mr. Brian Macauley, Deputy Superintendent**  
**Holy Spirit Catholic School Division**  
**Email: [kawarh@holyspirit.ab.ca](mailto: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.

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## **TEMPORARY SUMMER STUDENTS – Maintenance Helpers**

***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.***

**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, 2017 to August 25, 2017**

**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.

### **Tasks and Responsibilities**

- Assist Maintenance staff in performing basic functions;
- Operate power lawn mower;
- Use of various hand tools;
- Pull weeds, pick up garbage;
- Move equipment or furniture;
- Other similar duties as requested.

### **Qualifications**

- Completion of at least one year post-secondary education with plans to return to school in the fall;
- Must be physically fit;
- Physical Requirements:
  - Lifting (approximately 23 kg/50 lbs.);
  - Climbing (ladders, stairs, etc.);
  - Bending or stooping;
  - Extended periods of walking;
  - Regular exposure to weather conditions;
  - Operating a motor vehicle;
  - Operating power and hand tools;
  - Use of garden or cleaning chemicals.

**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>
- Contact information for 2 references.

For more information regarding this position, please contact Mike Herauf, Maintenance Coordinator, at (403) 327-9555.

This posting will remain open until suitable candidates are found for all 3 positions. 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](mailto:kawarh@holyspirit.ab.ca)

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**PART TIME CARETAKER**

***For 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.***

We currently are looking to hire a 20.0 hour per week caretaker. This position will commence as soon as possible. A 5<sup>th</sup> Class Power Engineer's Certificate of Competency or related plant experience would be an asset.

**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.

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.

**EDUCATION:**

- High School Diploma;
- Current WHMIS certification;
- Current First Aid certification.

**WORK EXPERIENCE:**

- Experience as a custodian or in a related field or area.

**TECHNICAL SKILLS (basic knowledge of):**

- Hand and power tools;
- Ground maintenance equipment;
- Cleaning equipment (including floor washers, buffers, etc.);
- Plumbing and electrical systems;
- Computer skills.

**INTERPERSONAL 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;
- 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 our Plant Operations Coordinator, Mr. Mike Herauf at (403) 327-9555.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, February 20, 2017** to:

**Mr. Brian Macauley, Deputy Superintendent**  
**Holy Spirit Catholic School Division**  
Email: [kawarh@holyspirit.ab.ca](mailto: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.

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**FRENCH IMMERSION SUBSTITUTE TEACHERS NEEDED**

***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 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:  
<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 to:

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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>
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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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