

MONDAY, FEBRUARY 26, 2018

Here in Spirit

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REGIONAL NEWSLETTER
HOLY SPIRIT CATHOLIC SCHOOLS



Employment Opportunities At A Glance

- Full Time Administrative Support (Clerk Typist) - St. Catherine School, Picture Butte
- Part Time Early Learning Education Assistant - Our Lady of the Assumption
- Part Time Caretaker
- Temporary Summer Students- Maintenance Helpers
- Probationary Full Time French Immersion Teacher- École St. Mary
- Temporary Full Time French Immersion Teacher- École St. Mary
- French Immersion Substitute Teachers
- Substitute Teachers
- Casual Education Assistants
- Relief Caretakers
- Relief Caretakers- Taber and Picture Butte

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.

SECOND SUNDAY IN

LENT

PRAYER FOR THE SECOND WEEK OF LENT

God of
transfiguration.
Transform us in
prayer.

Give us a desire
to pray,
the discipline to
make good
intentions a
reality,
and hearts
willing to trust
what you show to
us in prayer.

Amen



Joanne Fehr
Accounts Payable

Joanne has been with Holy Spirit Catholic Schools since 1997. In 2013 she moved to the Business Services Department at the board office in the role of Accounts Payable Coordinator.

Joanne's duties include:

- Employee expense claim processing
- Purchase card reconciliations
- Accounts payable
- Special rates for supplies
- External vendors

Please don't hesitate to call Joanne if you have questions about your employee expense claim.

Employment Opportunities

PART TIME EARLY LEARNING EDUCATION ASSISTANT – Our Lady of the Assumption

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 part time continuous 14.0 hour (AM) per week early learning education assistant at Our Lady of the Assumption School in Lethbridge, commencing as soon as possible and ending for this school year on June 22, 2018. Please quote **Posting #20180205**.

[View Details](#)

FULL TIME ADMINISTRATIVE SUPPORT (CLERK TYPIST) – St. Catherine School, Picture Butte

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 applicant.

The Holy Spirit Catholic Board of Education requires a 35.0 hour per week Administrative Support at St. Catherine School in Picture Butte with an anticipated start date of April 9, 2018. Please quote **Posting #20180204**.

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PART TIME CARETAKER

For external applicants: the successful candidate must provide a current police information (including vulnerable sectors) check, and a current intervention record 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 5th Class Power Engineer's Certificate of Competency or related plant experience would be an asset.

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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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