

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

**MONDAY, FEBRUARY 27, 2017**

**VOLUME XXIII NO. 28**

***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.*

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**Lynn Saler – Coordinator of Early Learning**



Lynn taught Kindergarten for approximately 20 years in Holy Spirit and is now in her second year as Coordinator of Early Learning. Lynn oversees programming and staffing for the Early Learning Program. Supporting families and staff in providing programming for children who qualify for Program Unit Funding (PUF) is an integral part of Lynn's job. She also represents Holy Spirit Catholic Schools on many community based committees that support quality programming for our youngest learners. Lynn claims to have the best job ever because she gets to promote and support play as an essential component for children's healthy development!

## Anita Lethbridge-Gross – Coordinator of Counselling and Wellness

Anita has worked with the school division for 28 years. Prior to becoming the Coordinator of Counselling and Wellness last year, she was a teacher/counsellor in St. Francis Jr. High. Anita's current position includes assisting Family School Liaison Counsellors in their roles, directing programming for Family First Facilitators, developing Comprehensive School Health in schools, training and assisting school teams in the delivery and updating of Violence Threat Risk Assessment, supporting schools and families during crisis response and critical incidences, and continuing to build positive relationships with community partners and School Health Champions regarding wellness and positive mental health in schools. The opportunity to work closely with such highly skilled and motivated people is definitely rewarding.



## EMPLOYMENT OPPORTUNITIES

### **PRINCIPAL- 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 criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.***

A Principal is required at Catholic Central High School, located in Lethbridge, Alberta to commence the start of the 2017/18 school year. Catholic Central High School is a dual campus high school serving approximately 800 students with a full time staff equivalent of 62. For more information on this dynamic school please see their website: [www.holyspirit.ab.ca/cch/](http://www.holyspirit.ab.ca/cch/).

### **The Individual**

You are a proven and active promoter of the Gospel values in the life of schools, as well as a dynamic, student-focused leader dedicated to excellence in student achievement in all areas of education. 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.

### **Qualifications**

- Student-focused leader, dedicated to excellence in student learning in an inclusive environment;
- Ability to provide effective leadership which will foster innovation, collaboration, respect and trust;
- Ability to establish a school environment that supports the development of students to be confident, collaborative, creative, adaptable and resilient;
- Evidence of a strong commitment to Catholic education, including a vision of Catholic Education;
- Excellent interpersonal and communication skills, both spoken, written and on-line means;
- Successful teaching and school administrative experience.
- Strong leadership and management skills;
- Possession of a Master's degree, or actively in a Master's program.

**Application package must include the following:**

- Cover letter;
- Resume highlighting your personal and professional qualifications and experience;
- One page statement of your vision and beliefs of Catholic Education;
- Names and contact information for 3 references;
- For external applicants include the Holy Spirit Teacher Application Form located on our website:  
<http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- A Pastoral Reference Form located on our website at the following link:  
<http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Link to online presence if applicable.

**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.

For more information regarding this position, please call our Superintendent, Mr. Chris Smeaton at (403) 327-9555.

To be considered for this challenging role in a growth oriented setting, interested, qualified applicants are asked to submit **by email** a complete application package as described above by **noon on Monday, March 13, 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 FAMILY FIRST FACILITATOR – Children of St. Martha 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 temporary, 35 hours per week, Family First Facilitator at Children of St. Martha School in Lethbridge commencing as soon as possible and terminating July 6, 2017 or upon the return of the permanent employee, whichever comes first. The position includes a flexible work week with evening and weekend availability necessary for scheduled events.

Reporting to the school Principal and the Coordinator of Counselling and Wellness, the Family First Facilitator supports the implementation of School Division and funder goals/priorities through the provision of services to students, parents and staff in assigned schools.

Key responsibilities include:

- Building rapport, developing connections and responding to individual needs with students, families and staff in project schools
- Facilitating programs for students to develop skills and acquire knowledge
- Facilitating programs for parents to acquire knowledge, build skills, and confidence in their ability to provide a nurturing and safe environment for their children
- Providing navigation, advocacy and follow up support to children, youth and families who are referred to agencies within the community
- Participating in data collection and evaluation processes
- Delivering program at multiple sites including home, school and community

**QUALIFICATIONS**

**EDUCATION:**

- This position requires a human services degree, 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 young children and their families.

**TECHNICAL SKILLS (preferred):**

- Triple P Parenting Certification
- Protective Factors that Strengthen Families
- Effective Home Visitation
- 40 Developmental Assets

**INTERPERSONAL SKILLS:**

- Demonstrates ethical behavior and maintains strict confidentiality. Position will encompass collaboration with school based team (FSLC and FNMI support worker) 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.

**RELATED REQUIREMENTS:**

- Valid Alberta Driver's License, clean drivers abstract and a reliable vehicle;
- Evidence of 2 million automobile insurance and willingness to transport families if necessary;
- 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.

This position will remain open until suitable candidates are 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 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)

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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 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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**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 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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**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:

**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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**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:**

- 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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## Ash Wednesday

### Why do we put ash on our forehead?

Ashes are applied to our forehead in the sign of the cross as the words, "Remember, you are dust and to dust you shall return" are spoken to us. The other formula which is used, "Turn away from sin and be faithful to the Gospel" emphasizes our call to continual conversion and holiness of life. This act symbolizes our mortality as well as our need for ongoing repentance. It is a reminder that this life is short and merely a foreshadowing of what we shall become through the redemption of Jesus Christ on the cross. The work of our redemption will not be complete until we are raised from the dead, in resurrected bodies like His own and called to the eternal communion of heaven. The ashes for Ash Wednesday normally are made from blessed palm branches from the previous Palm Sunday. The ashes are sprinkled with Holy Water and incensed before distribution.