

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

MONDAY, FEBRUARY 6, 2017

VOLUME XXIII NO. 25

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.

Amanda Lindemann- Director of Finance



As a designated accountant Amanda spent most of her time as an auditor in the not-for-profit sector for a public accounting firm, but was happy to join Holy Spirit in 2010. She works in the Business Services Department as the Director of Finance. You can often find her absorbed in a spreadsheet, or feverishly using her adding machine. Her main responsibilities include overseeing payroll, accounts payable, revenue and school generated funds, as well as maintaining the general ledger, uploading and reconciliation of purchase cards, preparing monthly government financial reporting, financial statements, charity and WCB returns and GST.

Barb Thompson- Administrative Assistant -School Generated Funds

Barb Thompson has been with the Holy Spirit District for a long time doing a variety of jobs. She currently works at the SBCEC in the finance department. She works with all the schools in the district in relation to their school generated funds. She provides support, training and troubleshooting in KEV (our SGF accounting program). Every day, she is grateful to work with such a great group of people, both at the CEC and in the schools.





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
St. Michael's Senior Boys Volleyball Team	St. Michael's School, Pincher Creek, Students	Received the ASAA Provincial Sportsmanship Banner
Elizabeth Davis Rayna Whipple	Father Leonard Van Tighem, Students	Received Gold at the Elementary Level for Synchronized Skating at the 33 rd Annual Rose Bowl Competition in Calgary
Gabrielle Hoff	Father Leonard Van Tighem, Student	Received Team Gold at both the Pre-Novice and Intermediate Level for Synchronized Skating at the 33 rd Annual Rose Bowl Competition in Calgary. Gabrielle also won Silver in Novice and Intermediate levels at the Synchronized Skating Competition in Burnaby, B.C.
Kade Duell Erik Grimson	St. Patrick School, Taber, Students	Won the CanAm PeeWee Hockey Tournament in Great Falls, Montana
Ethan Fekete Charissa Bueckert	St. Mary School, Taber, Students	Were chosen to perform with the Southern Alberta Band Association Junior Honor Band in Calgary on February 15 th -17 th
David DeVos Samy Tams	St. Mary School, Taber, Students	Will be performing with the University of Lethbridge Honor Band on February 23 rd -24 th
Tyson Phillips	St. Mary School, Taber, Student	Will be performing with the University of Lethbridge Honor Band on February 23 rd -24 th . Tyson will also be travelling to Edmonton to participate with the University of Alberta Honor Band.

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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, February 13, 2017** 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 FULL TIME TEACHER – St. Michael’s School, Pincher Creek

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.

We are currently looking to hire a temporary full time Grade 3 teacher at St. Michael’s School in Pincher Creek, to commence April 10, 2017 and terminate on June 30, 2017 or upon the return of the permanent employee, whichever occurs first.

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.

We are looking for an innovative educator who believes in supporting positive behaviors through dynamic classroom management. You have 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.

For more information regarding this position please contact the Principal of the School, Mr. Don Kuchison at (403) 627-3488.

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 on 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>

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:

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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

We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

TEMPORARY EDUCATION ASSISTANT – St. Michael’s School, Pincher Creek

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 21.0 hour per week education assistant at St. Michael’s School in Pincher Creek, commencing as soon as possible and terminating June 30, 2017. Please quote **Posting #20170201**.

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.

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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>

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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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above to:

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We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.
