



CHRISTOPHER SMEATON
SUPERINTENDENT OF SCHOOLS

BRIAN MACAULEY
DEPUTY SUPERINTENDENT

MONDAY, JULY 11, 2016 **VOLUME XXII NO. 44**

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.

EMPLOYMENT OPPORTUNITIES

HEAD CARETAKER

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.

We currently are looking to hire a 40.0 hour per week full time Head Caretaker commencing as soon as possible with the initial assignment at Blessed Mother Teresa School in Lethbridge.

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.

EDUCATION:

- High School Diploma;
- 5th Class Power Engineer's Certificate of Competency;
- WHIMIS certification;
- First Aid certification;
- Occupational Health & Safety Training.

WORK EXPERIENCE:

- 3 years of experience as a caretaker;
- Experience in low pressure boiler systems;
- Proven management skills are necessary.

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;
- Supervisory skills;
- Good communication and interpersonal skills;
- Mechanical aptitude and skills;
- Good problem solving skills;
- Good organizational skills;
- The ability to work with little supervision;
- The ability to respond quickly and appropriately in emergency situations.

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, July 18, 2016** 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.

HEAD CARETAKER

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.

We currently are looking to hire a 40.0 hour per week full time Head Caretaker in Lethbridge commencing August 31, 2016.

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.

EDUCATION:

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- 5th Class Power Engineer's Certificate of Competency;
- WHIMIS certification;
- First Aid certification;
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PART TIME LIBRARY CLERK –Blessed Mother Teresa 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 part time 15.0 hour per week Library Clerk at Blessed Mother Teresa School in Lethbridge to commence the start of the 2016/17 school year. Please quote **Posting # 20160701**.

Under the direction of the Principal, the Library Clerk will process new library resources, assist students and teachers in learning about and using library resources, and supervise students in the library. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the library clerk will carry out tasks as assigned by the Principal.

EDUCATION:

- Computer courses in library and educational application programs;
- Knowledge and experience with library software is recommended.

WORK EXPERIENCE:

- Two years' experience in a library setting;
- Experience in working with students.

TECHNICAL SKILLS:

- Comfortable with all applications in Microsoft Office and Google Apps;
- Knowledgeable about Internet-based reading and research tools as well as Apps for iPads;
- Word processing skills;
- Use of audio-visual equipment and photocopier.

INTERPERSONAL SKILLS:

- Good communication skills;
- Supportive in working with students and teachers;
- Ability to work independently and show initiative;
- Organizational skills/time management;
- Behaviour management skills to support student learning.

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- Documentation which would support the education requirements for this position;
- Contact information for 3 references.

For more information regarding this position, please call the principal of the school, Mrs. Anthea Boras at (403) 327-9555.

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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.

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- Documentation which would support the education requirements for this position;
- Contact information for 3 references.

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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.

RELIEF CARETAKERS

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 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.

Qualifications and experience for this position include:

- High School Diploma
- WHIMIS certification
- First Aid certification
- Experience as a custodian or in a related field or area

Basic knowledge of:

- hand and power tools
- ground maintenance equip.
- cleaning equipment (including floor washers, buffers, etc.)
- plumbing and electrical systems
- computer 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;
- A Holy Spirit Casual 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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The Alberta Teachers' Association

Walking Together: Education for Reconciliation Professional Learning Project

The Alberta Teachers' Association invites applications for the position of Program Facilitator — (4 positions)

The Alberta Teachers' Association, as the professional organization of teachers, promotes and advances public education, safeguards standards of professional practice and serves as the advocate for its members. As set out in the *Teaching Profession Act*, the objectives of the Alberta Teachers' Association include the promotion of the teaching profession by organizing and supporting groups that work to improve the knowledge and skills of teachers, and by providing meetings, publications, research and other activities designed to maintain the competence of teachers. The Alberta Teachers' Association is pleased to embark on a provincial three-year professional learning project for all Alberta certificated teachers, entitled "Walking Together: Education for Reconciliation".

Walking Together: Education for Reconciliation is a professional learning project that supports the implementation of a proposed competency, called Applying Foundational Knowledge about First Nations, Métis and Inuit. The proposed competency indicators include:

- (a) understanding the historical, social, economic, and political implications of:
 - treaties and agreements with First Nations;
 - agreements with Métis; and
 - residential schools and their legacy;
- (b) supporting student achievement by engaging in collaborative, whole school approaches to capacity building in First Nations, Métis and Inuit education;

- (c) using the programs of study to provide opportunities for all students to develop a knowledge and understanding of, and respect for, the histories, cultures, languages, contributions, perspectives, experiences and contemporary contexts of First Nations, Métis and Inuit; and supporting the learning experiences of all students by using resources that accurately reflect and demonstrate the strength and diversity of First Nations, Métis and Inuit.

The successful candidates will assume duties on September 1, 2016, (or as soon thereafter as mutually arranged) for a minimum of one year, with the possibility of two renewals (one year at a time). The positions may be filled under a contract or a secondment arrangement. The successful candidates are welcome to work from their home; however, travel as well as evening and/or weekend work may be necessary at certain times of the year. Preference will be given to regional representation from the traditional territories of Treaty 6, 7, 8 and the Métis nation.

Qualifications:

- An Alberta teaching certificate and at least five years of successful classroom teaching experience.
- Extensive and diverse experience with teaching First Nations, Métis and Inuit histories, culture, contributions, perspectives, experiences and contemporary contexts.
- Successful leadership in designing and delivering innovative and effective professional learning at school, district or provincial levels.
- Strong relationship building abilities resulting in partnerships and collaboration with First Nations, Métis and Inuit communities.
- A passion for enhancing indigenous education and intercultural understanding.
- Goal directed, self-reliant and able to work as a member of a collaborative, virtual team.
- Excellent written and verbal communication skills.
- The ability to speak a First Nations language is an asset.

Application Instructions:

Applicants are invited to submit their curriculum vitae outlining qualifications, competencies and qualities pertaining to this position, as well as the names and contact information for three references addressed to Janice Mellott, HR Advisor and emailed to employment@ata.ab.ca by 9:00 am on Monday, July 25, 2016. Interviews will be conducted the week of August 2, 2016.

For more information, please see our website at www.teachers.ab.ca.

The Alberta Teachers' Association thanks all applicants for their interest, however, only those candidates selected for an interview will be contacted.