



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

**CHRISTOPHER SMEATON**  
SUPERINTENDENT OF SCHOOLS

**BRIAN MACAULEY**  
DEPUTY SUPERINTENDENT

**THURSDAY, JULY 21, 2016**

**VOLUME XXII NO. 45**

### *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;
- 5<sup>th</sup> 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.

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, by **noon on Tuesday, August 2, 2016** to:

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

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 Pincher Creek at St. Michael's School commencing September 1, 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:**

- High School Diploma;
- 5<sup>th</sup> 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 Tuesday, August 2, 2016** to:

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

---

**PART TIME LIBRARY CLERK –St. Patrick Fine Arts Elementary 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 St. Patrick Fine Arts Elementary School in Lethbridge to commence August 30, 2016. Please quote **Posting #20160505**.

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 (ELP to Grade 6) 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:**

- Computer/work processing skills;
- Use of audio-visual equipment and photocopier.

**INTERPERSONAL SKILLS:**

- Good communication skills;
- Patience in dealing with students and teachers;
- Ability to work independently and show initiative;
- Organizational skills/time management;
- Behaviour management skills.

***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 principal of the school, Ms. Kathy Jones Husch at (403) 327-4386.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Tuesday August 2, 2016** to:

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

---

**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:

**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.

---

**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

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.

---