



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

**TUESDAY, JULY 4, 2017**

**VOLUME XXIII NO. 48**

***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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**EMPLOYMENT OPPORTUNITIES**

**PROBATIONARY FULL TIME TEACHER – St. Patrick Fine Arts Elementary School**

***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 1.0 FTE full time Division One teacher at St. Patrick Fine Arts Elementary School in Lethbridge, to commence the start of the 2017/18 school year. The successful candidate will also be required to teach Division Two French.

**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 a dynamic educator who believes in supporting positive behaviors through effective classroom management, has a strong sense of inclusion, and is willing to build strong connections with parents, fellow colleagues and students.

As our school philosophy has a universal focus on the fine arts (art, dance, drama, and music), the successful candidate will be able to integrate elements and attitudes of fine arts education into daily lessons, and demonstrate flexibility while teaching in an environment that prioritizes student experiences in the fine arts.

**Qualifications**

Certified to teach in the province of Alberta.

For more information regarding this position please contact the Principal of the school, Mrs. Kathy Jones Husch at (403) 327-4386.

**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>

Interested, qualified applicants are asked to submit **by email** a complete application package as described above by **noon on Monday, July 10, 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 PART TIME TEACHER – Our Lady of the Assumption School**

***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.***

We are currently looking to hire a temporary 0.5 FTE part time teacher at Our Lady of the Assumption School in Lethbridge, to commence the start of the 2017/18 school year and terminate on October 13, 2017, or upon the return of the permanent employee, whichever occurs first. The successful candidate will be required to teach Grade 5 Math, Social and Religion. The ability to program for a high needs student and supervise and direct an Educational Assistant will be necessary.

**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 a dynamic educator who believes in supporting positive behaviors through effective classroom management, has 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. Greg Kostuk at (403) 327-5028.

**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>
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## **FIRST NATIONS, METIS and INUIT SUPPORT WORKER**

***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.***

The Holy Spirit Catholic Board of Education requires a 35.0 hour per week First Nations, Metis and Inuit Support Worker to commence as the start of the 2017/18 school year.

We are seeking an individual who:

- Demonstrates high energy and initiative while engaging youth and staff in learning experiences about First Nations, Metis and Inuit history, culture, language, and traditions.
- Acts as a compassionate role model while holding high expectations for self and students.
- Assists our community to celebrate and take pride in First Nations, Metis and Inuit culture and heritage.
- Shares knowledge and experience in working with staff to create a welcoming and positive learning environment for all students.
- Demonstrates resourcefulness and excellent communication skills while collaborating with families, staff, administration and community members to make a positive difference in the learning success of First Nations, Metis and Inuit students.

For more information regarding this position, please call the Director of Religious Education, Mrs. Joann Bartley 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

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Holy Spirit Catholic School Division  
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## **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 police information (including vulnerable sectors) check, and a current intervention record 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, 2017.

### **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;
- WHMIS 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:***

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<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.

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Holy Spirit Catholic School Division  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)**

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**TEMPORARY FULL TIME TEACHER – St. Mary School, Taber**

***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 1.0 FTE full time teacher at St. Mary School in Taber, commencing the start of the 2017/18 school year and terminating June 30, 2018, or upon the return of the permanent employee, whichever comes first. This position requires the successful applicant to teach Junior High Social Studies, Physical Education, and Leadership. Coaching experience will be an asset for this position.

**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 a dynamic educator who believes in supporting positive behaviors through effective classroom management, has 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. Randy Spenrath at (403) 223-3165.

### **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>

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

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### **PROBATIONARY PART TIME TEACHER – St. Michael’s School, Pincher Creek**

***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 part time 0.5 FTE Grade 4 teacher at St. Michael’s School in Pincher Creek, to commence the start of the 2017/18 school year.

### **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 effective classroom management, has 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 Incoming Principal of the school, Ms. Tina Delinte 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 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>

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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**PROBATIONARY 0.5 FTE KINDERGARTEN TEACHER – St. Joseph School**

***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 0.5 FTE Kindergarten (PM) teacher at St. Joseph School in Coaldale, to commence the start of the 2017/18 school year.

**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 a dynamic educator who believes in supporting positive behaviors through effective classroom management, has 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.

***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 contact the Principal of the school, Ms. Val Leahy at (403) 345-3373.

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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**PROBATIONARY 0.5 FTE KINDERGARTEN TEACHER – St. Teresa of Calcutta School**

***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 0.5 FTE part time Kindergarten (AM) teacher at St. Teresa of Calcutta in Lethbridge, to commence the start of the 2017/18 school year.

St. Teresa of Calcutta adheres to a multiage philosophy with a focus on borderless learning spaces and team teaching. Student leadership founded on “The 7 Habits of Happy Kids” and social justice grounded in the Catholic Social Teachings are integral to the school culture.

### **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 a dynamic educator who believes in supporting positive behaviors through effective classroom management, has 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, Ms. Anthea Boras at (587) 787-1490.

### ***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>

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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**Holy Spirit Catholic School Division**  
**Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)**

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### **PROBATIONARY FULL TIME TEACHER – St. Joseph School**

***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 1.0 FTE full time Junior High teacher at St. Joseph School in Coaldale, to commence the start of the 2017/18 school year. The successful candidate will be required to teach Language Arts. A background in French will be an asset for this position.

### **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 a dynamic educator who believes in supporting positive behaviors through dynamic classroom management, has 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.

### ***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 contact the Principal of the school, Ms. Val Leahy at (403) 345-3373.

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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Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)

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### **TEMPORARY LIBRARY TECHNICIAN – St. Francis Junior High School**

***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 temporary 30.0 hour per week library technician at St. Francis Junior High School in Lethbridge, to commence the start of the 2017/18 school year and terminate on June 30, 2018, or upon the return of the permanent employee, whichever occurs first. **Please quote Posting #20170603.**

Under the direction of the Principal, the Library Technician 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 technician will carry out tasks as assigned by the Principal.

### **QUALIFICATIONS**

**EDUCATION:**

- Two year Library Technician Diploma or Library and Information Technology certificate
- Knowledge and experience with Library software

**WORK EXPERIENCE:**

- Thorough experience in library work
- Experience in working with students

**TECHNICAL SKILLS:**

- Proficiency in the use of library computer programs
- Computer/word processing skills
- Use of audio-visual equipment and photocopier

**INTERPERSONAL SKILLS:**

- Good communication skills
- Patience in dealing with students and teachers
- Behaviour management skills

For more information regarding this position, please call the Principal of St. Francis Junior High School, Mr. Kevin Kinahan at (403) 327-3402.

### ***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 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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**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>

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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:**

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- Resume, and any other documentation which would support your application;
- Contact information for 3 references;
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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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### **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.

#### **Qualifications and experience for this position include:**

High School Diploma  
WHMIS 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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