

# HERE IN SPIRIT...

## Regional Newsletter

### Holy Spirit Catholic Schools

MONDAY, JUNE 12, 2017

VOLUME XXIII 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.*

#### **Joann Bartley- Director of Religious Education**

Joann serves Holy Spirit Catholic Schools as Director of Religious Education. She provides leadership with the three-year faith plan, Religious Education programs, adult faith formation, and is a liaison with our parishes and diocese. Joann also oversees First Nations, Métis and Inuit education in our school division. After teaching for several school districts in Saskatchewan, she came to Lethbridge in 2004 and has served Holy Spirit as a teacher and associate principal before moving into her current role in 2013. Her favourite scripture passage, "*To everything there is a season*" (Ecclesiastes 3.1) is foundational to her belief that God has been guiding her on every step of her journey, both personally and professionally. Each day, she feels blessed to be continuing her vocation as a Catholic educator among such dedicated and gifted colleagues.



#### **Becky Avram- Administrative Assistant**

Becky started with Holy Spirit in September 2016 as an Administrative Assistant for the Department of Religious Education at St. Basil Catholic Education Centre. She assists with ensuring we have what we need for our Religious Education and faith formation programs and also assists in the work that we do with First Nations, Metis and Inuit Education. You'll know that she is busy behind the scenes, ensuring that our Holy Spirit Opening Mass and Spiritual Development Days all run smoothly for our staff. Being relatively new to Holy Spirit Catholic School Division, she is looking forward to not only meeting and getting to know everyone (either when they call the board office or when they stop in while she's covering the front desk), but also being able to know them by name...a work in progress!



## Share the Mission Award – Call for Nominations!

Nominations are now welcome for the Holy Spirit Catholic School Division's "Share the Mission Award."

This prestigious award recognizes community members, parents, students, and school staff who have:

- Offered outstanding or long term service for the benefit of our students;
- Accepted demanding challenges and set new standards for the rest of us to follow;
- Contributed, through action and deed, to the Catholic atmosphere of our schools;
- Demonstrated involvement and leadership in community / parish organizations;
- Reflected the Mission Statement of the Holy Spirit School Division in all actions:

*We are a Catholic faith community, dedicated to providing each student entrusted in our care 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 foundations of all that we do.*

If you know of an individual or group deserving of the "Share the Mission Award," please forward their name to central office by June 16, 2017. Nomination information is accessible on the division's website at: <http://bit.ly/sharethemihs4>.



### 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
Mathais Gelber	St. Michael' School, Pincher Creek, Student	Qualified for the Legion National Track and Field Championships being held in Brandon, Manitoba in August. He is currently ranked #1 in Canada for the 2000m in the Midget category.
Ethan Richards	St. Michael' School, Pincher Creek, Student	Placed 10 <sup>th</sup> overall in the province for the 200m and the 4x100m relay in the Senior category. He also placed 12 <sup>th</sup> overall in the 400m.
Mitchell Zoratti Jesson Luco Beau Walter Josh Conley Tyler Gerber	St. Michael' School, Pincher Creek, Students	Are Tier II Champions for Provincials in Baseball. Their team is the Pincher Creek Hawks.

Sofia Citrigno William Johnson Jr.	St. Michael' School, Pincher Creek, Students	Are representing Alberta in the International Finals for "La Dictée PGL"
Tyler Palmer	St. Francis Junior High School, Student	Won bronze in the Midget Boys Triple Jump at the Track and Field South Zone Championships.
Dion Velarde	St. Mary School, Taber, Student	Placed second in both the 50m and 100m backstroke in the Boys aged 11-12 category, plus he placed third in the 50m breaststroke at the Claesholm Kracken.
Adam Boras	Father Leonard Van Tighem School, Student	Placed second in the Midget high jump at the Track and Field South Zone Championships.
Blake Miller Christian Theriault Chloe Devoy Charlene Golsteyn	Catholic Central School, Students	Placed first in the Investment Challenge category and second in the University of Lethbridge High School Finance Competition
Charlene Golsteyn	Catholic Central School, Student	Placed second at the National Concours d'art oratoire finals in Ottawa recently.

*"Every accomplishment starts with the decision to try" – Brian Littrell*

## EMPLOYMENT OPPORTUNITIES

### **TEMPORARY SPEECH LANGUAGE PATHOLOGIST**

***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.***

The Holy Spirit Catholic School Division invites applications for the position of temporary Speech Language Pathologist to commence on August 30, 2017 and terminate June 30, 2018, or upon the return of the permanent employee, whichever occurs first.

#### **Education & Qualifications:**

- Master's Degree in Speech Language Pathology
- Eligible to register with Alberta College of Speech Language Pathologists and Audiologists (ACSLPA)

#### **Experience & Skills:**

- Experience in the provision of speech language assessments, intervention and consultation with children
- Hanen Training in "Learning Language and Loving It", "ABC and Beyond" and experience working with diverse cultures would be an asset.

Working with a strong and supportive Early Learning team, under the direction of the Coordinator of Early Learning, the Speech-Language Pathologist will be responsible for supporting the programming of children with severe speech-language needs as well as supporting the embedding language programming within the Early Learning programs. The successful candidate will have the opportunity to provide professional development and on-site coaching for staff working within the Early Learning and Kindergarten programs. Working within the Early Learning Team supporting families with their child's learning journey at home.

#### **We Offer:**

- Competitive salary and benefits package
- Professional Development Opportunities
- Strong and Supportive Early Learning Team

The Holy Spirit Catholic Schools endeavours to provide a system of education which will meet the educational needs of young people at all levels in an atmosphere enlivened by the Gospel values of Jesus Christ.

**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.

Further information and/or questions relating to this posting can be directed to the Coordinator of Early Learning, Lynn Saler at 403-327-9555.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above by, **noon on Monday, June 19, 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 posting 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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**PROBATIONARY 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 currently are looking to hire a probationary 1.0 FTE full time teacher at St. Mary School in Taber, commencing the start of the 2017/18 school year. The successful candidate will be required to teach CTS Foods/Fashion/Cosmetology, Religion and Junior High Social Studies. Willingness to participate in extra-curricular activities is 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.

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.

For more information regarding this position please contact the Principal of the school, Mr. Randy Spennath 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>

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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**PROBATIONARY 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 currently are looking to hire a probationary 1.0 FTE full time teacher at St. Mary School in Taber, commencing the start of the 2017/18 school year. The successful candidate will be required to teach Junior and Senior High Social Studies and CTS Communication Technologies, Information Processing, Computer Technology and Coding. Willingness to participate in extra-curricular activities is 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.

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.

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>
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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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**TEMPORARY PART TIME FRENCH PROGRAM TEACHER – École St. Mary**

***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 0.5 FTE part time teacher at École St. Mary School in Lethbridge, commencing the start of the 2017/18 school year and terminating June 30, 2018. The successful candidate will be teaching Grade 4 French program.

**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.

For more information regarding this position please contact the Principal of the school, Mr. Dan Monaghan at (403) 327-3098.

### **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 DIVISIONAL BEHAVIOUR SPECIALIST TEACHER**

***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.***

Holy Spirit Catholic Schools is seeking a probationary 1.0 FTE full time Behaviour Specialist Teacher who will provide support to all divisional schools to commence the start of the 2017/18 year.

The Behaviour Specialist Teacher will work with our Behavior Support team serving each of our fifteen schools in the division. The successful candidate will be responsible for working with classroom teachers in identifying appropriate instructional supports for students. Collaborating with the school-based team, the divisional psychologist and the Director of Support Services will be essential.

### **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.

### **Minimum Qualifications**

- Eligibility for teacher certification in the province of Alberta.
- A minimum of three years teaching experience
- Strong commitment to Catholic Education
- Excellent interpersonal and communication skills, both spoken and written
- Ability to plan cross-curricular activities and lessons designed to meet the individual needs of each student

### **Preferred Qualifications**

- Specialization and previous experience in the development of programming to support students who present with behavioural challenges

- Capable of working with a variety of staff in supporting individualized learning opportunities
- Ability to build professional capacity in teachers
- Knowledge of developing, maintaining and evaluating Instructional / Behaviour Support Plans for students
- Experience in collaborating with external agencies / community support programs
- Flexibility and the ability to modify and adapt curriculum commensurate with individual student's ability
- Previous teaching experience with FNMI students is an asset
- Demonstrated sensitivity to multiculturalism

**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>

Further information and/or questions relating to this posting can be directed to Michelle MacKinnon, Director of Support Services 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)**

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

**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

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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**LIBRARY CLERK – St. Michael’s School, Pincher Creek**

***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.***

The Holy Spirit Catholic Board of Education requires a 30.0 hour per week Library Clerk at St. Michael’s School in Pincher Creek to commence the start of the 2017/18 school year. Please quote **Posting # 20170602**.

Under the direction of the Principal, the Library Clerk will be responsible for the operation and management of the Learning Commons. The Library Clerk will process new library resources, assist students and teachers in learning about and using library resources, and supervise students (ECS-Grade 12) 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.

**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 Associate Principal of the school, Ms. Tina Delinte at (403) 627-3488.

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)

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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### **FULL TIME CARETAKER**

***For 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.***

We currently are looking to hire a 40.0 hour per week caretaker to work afternoon/evening shifts up to 10pm. This position will commence August 21, 2017 with the initial assignment at St. Michael's School in Pincher Creek. 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.

Under the direction of the Head Caretaker 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;
- A copy of 5<sup>th</sup> Class Power Engineer Certificate if applicable;
- 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 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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### **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;
- 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.

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**Holy Spirit Catholic School Division**  
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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.

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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
- 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.

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