

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

MONDAY, JUNE 19, 2017

VOLUME XXIII NO. 46

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.



Michelle MacKinnon- Director of Support Services

Michelle is the Director of Support Services for Holy Spirit Catholic Schools. Michelle provides leadership to schools in the development of inclusive learning environments for all children and students. Included in this portfolio is behavior supports, English as a second language, counselling, early learning, psychological services. Michelle feels blessed to have joined the Holy Spirit family in 2002 and cherishes the gift of Catholic education.

Cheryl Navratil- Administrative Assistant

Cheryl is the Administrative Assistant for the department of Support Services. She began her career with Holy Spirit in 1999 working as an educational assistant at St Joseph School. In 2005, Cheryl moved to the division office to begin working as receptionist before transitioning to administrative assistant for Support Services. Cheryl does so much to keep all components of support services running smoothly and is always ready to help people out.





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
Desiree Lee	École St. Mary School, Student	Received the Lady Baden-Powell award which is the highest achievement a Girl Guide can reach before moving onto the next level of Guiding.
Morgan Munroe	Holy Spirit Catholic Schools, Former Employee	Was inducted into the Lethbridge Sports Hall of Fame for his initiative, leadership and dedication to sport in the community of Lethbridge.

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

EMPLOYMENT OPPORTUNITIES

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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, June 26, 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.

FAMILY SCHOOL LIAISON COUNSELLOR (FSLC)

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 Board of Education requires a probationary full time Family School Liaison Counsellor to serve our schools in Taber and Bow Island.

The Family School Liaison Counsellor (FSLC) works within the school environment to support children and students experiencing emotional and/or behavioural problems. The FSLC supports students and their families through individual and small group counselling, prevention and educational programming, community liaison and crisis intervention.

Qualifications and Skills

- A minimum of a Bachelor's degree in Social Work or Psychology and registered as a member of a corresponding professional organization;
- A minimum of two years of experience in a related field of work;
- Able to manage time well, possess strong team-building skills, a proven ability to prioritize demands and possess excellent written and spoken communication skills are critical;
- A strong understanding of community support and ability to navigate this support with families;
- Experience in working with elementary and junior high school-aged students with behavioural difficulties;
- Experience in effectively working with and supporting First Nations, Metis and Inuit students and their families;
- Due to the potential sensitivity of issues and the protection of personal information, FSLC are to maintain extreme confidentiality in day-to-day operations;
- Knowledge of Violent Threat Risk Assessment,
- A valid driver's licence, a clear driver's abstract and a vehicle for daily use;
- This position also requires a current Criminal Records (including Vulnerable Sector Search) check, as well as a current Child Welfare check.

For more information regarding this position, please call the Director of Support Services, Mrs. Michelle MacKinnon 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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above by **noon on Monday, June 26, 2017** to:

**Mr. Brian Macauley, Deputy Superintendent
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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

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TEMPORARY FAMILY FIRST FACILITATOR – Children of St. Martha School

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 temporary, 35.0 hour per week, Family First Facilitator at Children of St. Martha School in Lethbridge commencing the start of the 2017/18 school year and terminating December 31, 2017 or upon the return of the permanent employee, whichever comes first. There is possibility of extension beyond December 31, 2017. The position includes a flexible work week with evening and weekend availability necessary for scheduled events.

Reporting to the school Principal and the Coordinator of Counselling and Wellness, the Family First Facilitator supports the implementation of School Division and funder goals/priorities through the provision of services to students, parents and staff in assigned schools.

Key responsibilities include:

- Building rapport, developing connections and responding to individual needs with students, families and staff in project schools
- Facilitating programs for students to develop skills and acquire knowledge
- Facilitating programs for parents to acquire knowledge, build skills, and confidence in their ability to provide a nurturing and safe environment for their children
- Providing navigation, advocacy and follow up support to children, youth and families who are referred to agencies within the community
- Participating in data collection and evaluation processes
- Delivering program at multiple sites including home, school and community

QUALIFICATIONS

EDUCATION:

- This position requires a human services degree, diploma or approved equivalent with experience working in an educational setting in a collaborative environment.

WORK EXPERIENCE:

- Experience providing in home or community support services to young children and their families.

TECHNICAL SKILLS (preferred):

- Triple P Parenting Certification
- Protective Factors that Strengthen Families
- Effective Home Visitation
- 40 Developmental Assets

INTERPERSONAL SKILLS:

- Demonstrates ethical behavior and maintains strict confidentiality. Position will encompass collaboration with school based team (FSLC and FNMI support worker) as well as with partnering agencies (Child Protective Services, Addictions and Mental Health and Children's Allied Health)
- Proven ability to work in a fast paced environment, be innovative and prioritize;
- Ability to apply a strength-based model in collaboration with consulting professionals;
- Exemplary communication and interpersonal skills;
- Ability to demonstrate genuine respect of families' unique community, cultural and language backgrounds.

RELATED REQUIREMENTS:

- Valid Alberta Driver's License, clean drivers abstract and a reliable vehicle;
- Evidence of 2 million automobile insurance and willingness to transport families if necessary;
- Current First Aid and CPR;
- Valid passport and ability to travel for training.

For more information regarding this position, please call the Coordinator of Counselling and Wellness, Ms. Anita Lethbridge-Gross 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:
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- Documentation which would support the education requirements for this position;
- Contact information for 3 references.

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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 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>

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
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Email: kawarh@holyspirit.ab.ca**

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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;
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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

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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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 5th 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 5th 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:

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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.

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;
- 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.

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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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>
- Pastoral Reference 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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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

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