

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

MONDAY, JUNE 26, 2017

VOLUME XXIII NO. 47

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.

Lorelie Lenaour - Director of Learning



Lorelie Lenaour is the Director of Learning for Holy Spirit Catholic Schools. Holy Spirit Catholic Schools holds a very dear place in Lorelie's heart, having attended as a student in Grade 1 - 12, worked as an educational assistant, teacher, associate principal, division principal and now as Director of Learning. Within this role, she provides leadership in the areas of curriculum, instruction, assessment, educational technology and ongoing professional learning. Lorelie feels extremely blessed to have been called to be a Catholic educator knowing that *"the place God calls you to is the place where your deep gladness and the world's deep hunger meet."* Frederick Buechner. Please feel welcome to contact Lorelie and remember that today is always a great day to learn something new!

Tia Wever - Administrative Assistant

Tia is the Administrative Assistant to Director of Learning, Lorelie Lenaour. She has worked as an Administrative Assistant in various school offices in the Division for the past 17 years. Tia provides support to the division in the various areas of Learning Services. She ensures that details are covered for our Division Professional Development Day, Grade level meetings and Learning Services committee meetings. Tia is instrumental in updating our common math assessments and organizing the data for analysis. Our central office library collection and online subscriptions are kept current and organized thanks to Tia. Tia is eager to assist you in finding what you need in the area of Learning Services.





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 |
|-----------------|--|--|
| Logan Meier | St. Patrick School, Taber, Student | Recipient of the Eileen Liu Memorial Award for dedication and passion in dance. |
| Jocelyn Planger | St. Mary School, Taber, Student | Received her Junior First Degree Black Belt in Tae Kwon-Do . |
| Allison Planger | St. Mary School, Taber, Student | Received her Blue Belt in Tae Kwon-Do. |
| Kaden Gross | St. Patrick School, Taber, Student | Received his Green Stripe in Tae Kwon-Do. |
| Brandon Fox | Catholic Central High School, Employee | Received a First Nations, Métis and Inuit Mentorship Award from the Education, Employment and Training Committee at the Lethbridge Community Honor Night recently. |

“Every accomplishment starts with the decision to try” – Brian Littrell

EMPLOYMENT OPPORTUNITIES

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 Communication Technologies, Information Processing, Computer Technology and Coding as well as Junior High Religion and 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 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 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>

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, July 3, 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.

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. 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 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 Spennath at (403) 223-3165.

Application package must include the following:

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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;
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PROBATIONARY FULL TIME TEACHER – St. Michael's School, Bow Island

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 teacher at St. Michael's School in Bow Island, to commence the start of the 2017/18 school year. The successful candidate will be required to teach high school biology, junior high social studies and science and PE grades 3-12. Involvement in work experience is an asset, as well as experience as an athletic director/coach.

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. Chris Sumner at (403) 545-2131.

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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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.

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>

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Holy Spirit Catholic School Division
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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.

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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, July 3, 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.

TEMPORARY FULL TIME TEACHER – Children of St. Martha 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 temporary full time 1.0 FTE Grade 6 teacher at Children of St. Martha School in Lethbridge, to commence the start of the 2017/18 school year and terminating on June 30, 2018 or upon the return of the permanent employee, whichever occurs first. The successful candidate may be required to teach physical education as well as CTF option courses. A willingness to participate in extra- curricular activities 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.

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. Shannon Collier at (403) 381-8111.

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
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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.

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:
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- 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**

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.

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**

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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.

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**

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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?pageID=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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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.

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:
<http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Documentation which would support the education requirements for this position;
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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:

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

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

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>

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**

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

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>

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**

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

CASUAL EDUCATION ASSISTANTS

The successful candidates must provide a current criminal record (including vulnerable sectors) check, and a current child intervention check prior to being added to the casual list.

The Holy Spirit Catholic Board of Education has openings for casual Education Assistants.

The education assistant provides assistance to children with various degrees of need in the learning environment, under the direction and supervision of the inclusive education liaison, the classroom teacher, and the principal. In this position it is necessary to be physically fit in order to actively engage students in all aspects of their educational program. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the education assistant will carry out tasks as assigned by both the daily and program supervisors.

QUALIFICATIONS

EDUCATION:

- Education Assistant Certificate and/or Diploma or Rehabilitation Practitioner Certificate and/or Diploma or equivalent.

WORK EXPERIENCE:

- At least one year experience working with students with special programming needs.

SKILLS:

- First Aid Training;
- Supporting Individuals Through Valued Attachments Training (SIVA) Certificate.

INTERPERSONAL SKILLS:

- Understands that it is of paramount importance to maintain confidentiality of all aspects of the school community;
- Excellent communication skills;
- Willing to participate in new learning opportunities;
- Ability to take responsibility for individual student needs;
- Ability to contribute in a collaborative team-based learning structure.

Application package must include the following:

- A cover letter indicating the position applied for;
- Holy Spirit Support Staff Application Form located on our website:
<http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Documentation which would support the education requirements for this position;
- Contact information for 3 references.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above to:

**Mr. Brian Macauley, Deputy Superintendent
Holy Spirit Catholic School Division
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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**

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