

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

TUESDAY, JUNE 6, 2017

VOLUME XXIII NO. 43

## *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.*



### **Lynn Saler – Coordinator of Early Learning**

Lynn taught Kindergarten for approximately 20 years in Holy Spirit and is now in her second year as Coordinator of Early Learning. Lynn oversees programming and staffing for the Early Learning Program. Supporting families and staff in providing programming for children who qualify for Program Unit Funding (PUF) is an integral part of Lynn's job. She also represents Holy Spirit Catholic Schools on many community based committees that support quality programming for our youngest learners. Lynn claims to have the best job ever because she gets to promote and support play as an essential component for children's healthy development!

### **Anita Lethbridge-Gross – Coordinator of Counselling and Wellness**

Anita has worked with the school division for 28 years. Prior to becoming the Coordinator of Counselling and Wellness last year, she was a teacher/counsellor in St. Francis Jr. High. Anita's current position includes assisting Family School Liaison Counsellors in their roles, directing programming for Family First Facilitators, developing Comprehensive School Health in schools, training and assisting school teams in the delivery and updating of Violence Threat Risk Assessment, supporting schools and families during crisis response and critical incidences, and continuing to build positive relationships with community partners and School Health Champions regarding wellness and positive mental health in schools. The opportunity to work closely with such highly skilled and motivated people is definitely rewarding.



# Retirement Banquet

The Board will pay tribute to all staff members who are retiring at the end of this current school year on Tuesday, June 13, 2017 at the Annual Retirement Banquet held at the Lethbridge Lodge Hotel, beginning at 6:00pm. All staff members are welcome to attend the banquet at a cost of \$35.00 per person (retirees are guests of the Board). Please email Carol Linden, at [lindenc@holyspirit.ab.ca](mailto:lindenc@holyspirit.ab.ca) prior to Tuesday, June 6, 2017, to confirm your attendance and arrange payment.

## 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:**

<b>NAME</b>	<b>SCHOOL</b>	<b>ACHIEVEMENT</b>
Hayden Devoy	St. Francis Junior High School, Student	Won gold in the Juvenile Boys 800 meter at the Track and Field South Zone Championships.
Derek Trapp	St. Francis Junior High School, Student	Won gold in the Bantam Boys Shot Put at the Track and Field South Zone Championships.
Conner Furukawa	St. Francis Junior High School, Student	Won gold in the Midget Boys Shot Put at the Track and Field South Zone Championships.
Ciana Viney Hannah Birrell Jenna Chomiak Zedona Bruinsma	St. Francis Junior High School, Students	Won gold in the Bantam Girls 4x100 Relay at the Track and Field South Zone Championships.
Jordyn Musial	St. Francis Junior High School, Student	Won silver in the Midget Girls Hurdles at the Track and Field South Zone Championships.
Madison Borbely	St. Francis Junior High School, Student	Won silver in the Bantam Girls Hurdles at the Track and Field South Zone Championships.
Alexis DeMaere	St. Francis Junior High School, Student	Won bronze in the Juvenile Girls Triple Jump at the Track and Field South Zone Championships.
Hayden Devoy	St. Francis Junior High School, Student	Won bronze in the Midget Boys Hurdles and the 400 meter at the Track and Field South Zone Championships.
Zac Copeland	St. Joseph School, Coaldale, Staff	On behalf of St. Joseph School, was the recipient of a \$10 000 British Petroleum grant for the sixth time.
Elliott Pilsner-Roberts	Father Leonard Van Tighem School, Student	Received a high achievement award from the Lethbridge Summer Swim Club for her outstanding performances at Regionals and Provincials in 2016 and for accumulating the most points in the 7-8 year old age category.

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

## EMPLOYMENT OPPORTUNITIES

### **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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Tuesday, June 13, 2017** to:

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

Please note: This position will remain open until a suitable candidate is found. We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

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### **PROBATIONARY FULL TIME TEACHER –Father Leonard Van Tighem 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 currently are looking to hire a probationary 1.0 FTE full time Grade 7 Math, Grades 7-9 Language Arts and Grades 5-6 French teacher at Father Leonard Van Tighem School in Lethbridge 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 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, Ms. Denise Kobza at (403) 381-0953.

### **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, June 12, 2017** to:

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

Please note: This position will remain open until a suitable candidate is found. We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

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### **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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, June 12, 2017** to:

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

Please note: This position will remain open until a suitable candidate is found. We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

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**FULL TIME CLERK TYPIST – Catholic Central High 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 full time continuous 35.0 hour per week Clerk Typist at Catholic Central High School commencing the start of the 2017-18 school year. Please quote **Posting #20170601**.

Under the direction of the Principal, the Clerk Typist provides secretarial support to administration and staff. Confidentiality is of utmost importance in achieving the common good for all students. Through a collaborative team-based structure, the Clerk Typist will carry out tasks as assigned by the Principal.

**EDUCATION:**

- Two (2) year Office Administration program with accounting or equivalent

**WORK EXPERIENCE:**

- One (1) year office experience

**TECHNICAL SKILLS:**

- Proficiency in computer skills including Microsoft Office Applications
- Knowledge of office equipment and procedures

## INTERPERSONAL SKILLS:

- Organizational skills/time management
- Communication skills and telephone etiquette
- Ability to work under stress and deadlines
- Good public relations skills
- Work independently and show initiative
- Professional attitude
- Confidentiality

For more information regarding this position, please call the Associate Principal of the school, Mrs. Joanne Polec at (403) 327-4596.

### ***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 12, 2017** to:

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

Please note: This position will remain open until a suitable candidate is found. We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

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## **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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, June 12, 2017** to:

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

Please note: This position will remain open until a suitable candidate is found. We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

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## **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.

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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 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. 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>

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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**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  
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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## **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>
- 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)**

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. 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 1.0 FTE full time elementary teacher at St. Michael's School in Pincher Creek, to commence the start of the 2017/18 school year. A background in humanities and/or fine arts would be considered 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 an innovative 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 Associate Principal of the school, Ms. Tina Delinte at (403) 627-3488.

### ***Application package must include the following:***

- A cover letter indicating the position applied for;
- Resume, and any other documentation which would support your application;
- Contact information for 3 references;
- Holy Spirit Teacher Application Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Pastoral Reference Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>

This position will remain open until a suitable candidate is found. Interested, qualified applicants are asked to submit **by email** a complete application package as described above to:

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

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

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## **TEMPORARY FULL 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 temporary 1.0 FTE full time elementary teacher at St. Michael’s School in Pincher Creek, to commence the start of the 2017/18 school year and terminate on April 6, 2018 or upon the return of the permanent employee, whichever occurs first. A background in humanities and/or fine arts is considered 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 an innovative educator who believes in supporting positive behaviors through dynamic classroom management. You have 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 Associate 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;
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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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### **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](mailto:kawarh@holyspirit.ab.ca)

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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:  
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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:

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

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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)**

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