

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

TUESDAY, MAY 23, 2017

VOLUME XXIII NO. 40

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.

Amanda Lindemann- Director of Finance

As a designated accountant Amanda spent most of her time as an auditor in the not-for-profit sector for a public accounting firm, but was happy to join Holy Spirit in 2010. She works in the Business Services Department as the Director of Finance. You can often find her absorbed in a spreadsheet, or feverishly using her adding machine. Her main responsibilities include overseeing payroll, accounts payable, revenue and school generated funds, as well as maintaining the general ledger, uploading and reconciliation of purchase cards, preparing monthly government financial reporting, financial statements, charity and WCB returns and GST.



Barb Thompson- Administrative Assistant -School Generated Funds

Barb Thompson has been with the Holy Spirit District for a long time doing a variety of jobs. She currently works at the SBCEC in the finance department. She works with all the schools in the district in relation to their school generated funds. She provides support, training and troubleshooting in KEV (our SGF accounting program). Every day, she is grateful to work with such a great group of people, both at the CEC and in the schools.



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 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:

NAME	SCHOOL	ACHIEVEMENT
Tyson Phillips	St. Mary School, Taber, Student	Was invited to participate in a hockey official evaluation camp where he was chosen among the top officials to be the linesman for the A Final.

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

EMPLOYMENT OPPORTUNITIES

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

External applicants must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract, if chosen as the successful candidate.

We are currently looking to hire a probationary 1.0 FTE full time elementary teacher at St. Patrick Fine Arts Elementary School in Lethbridge, to commence the start of the 2017/18 school year. The ability to teach French as a second language 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 dynamic classroom management, has a strong sense of inclusion, and is willing to build strong connections with parents, fellow colleagues and students.

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

Qualifications

Certified to teach in the province of Alberta.

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

Application package must include the following:

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

Interested, qualified applicants are asked to submit **by email** a complete application package as described above by **noon on Tuesday, May 30, 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 PART TIME FRENCH PROGRAM TEACHER – École St. Mary

External applicants must provide a current police information (including vulnerable sectors) check, and a current intervention record check prior to receiving a contract, if chosen as the successful candidate.

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

The Individual

You are a strong advocate for youth and their success in learning. You demonstrate by interest, lifestyle, and growth involvement within a Christ-centered working environment. Your participation within the Catholic faith is considered to be an asset.

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

Qualifications

Certified to teach in the province of Alberta.

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

Application package must include the following:

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

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PROBATIONARY FULL TIME LEARNING COACHES

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 2 probationary full time Division One (K-3) Learning Coaches for the Holy Spirit Catholic School Division to commence the start of the 2017/18 school year. The Learning Coach will be responsible for working closely with our classroom teachers to support student learning in literacy and numeracy.

The successful candidate will focus on individual and group professional learning that will expand and refine the understanding about researched based effective instruction for teachers. The Learning Coach will be responsible to provide personalized support based on the goals and identified needs. Previous coaching or teacher leadership experience would 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.

Qualifications

Certified to teach in the province of Alberta.

For more information regarding this position please contact the Superintendent of Schools, Mr. Chris Smeaton at (403) 327-9555.

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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- Holy Spirit Teacher Application Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>
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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.

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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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