

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

**MONDAY, NOVEMBER 21, 2016**

**VOLUME XXIII NO. 13**

***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.*

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**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
Jocelyn Planger	St. Mary School, Taber	Won 2 bronze medals in Taekwon-do at a tournament recently.
Alli Planger	St. Mary School, Taber	Won both a silver and a bronze medal in Taekwon-do at a tournament recently.

*“Your talent is God’s gift to you. What you do with it is your gift back to God.” **Leo Buscaglia***

# EMPLOYMENT OPPORTUNITIES

## **TEMPORARY EDUCATION ASSISTANT – St. Michael's School, Bow Island**

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

The Holy Spirit Catholic Board of Education requires a temporary 28.0 hour per week education assistant at St. Michael's School in Bow Island, commencing as soon as possible and terminating June 30, 2017. Please quote **Posting #20161101**.

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 special 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.

For more information regarding this position, please call the Principal of the school, Mr. Chris Sumner at (403) 545-2131 or the Director of Support Services, Mrs. Michelle MacKinnon at (403) 327-9555.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, **by Monday, November 28, 2016** 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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## **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](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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## **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)**

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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**RELIEF CARETAKERS**

***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 relief list.***

The Holy Spirit Catholic Board of Education has openings for Relief Caretakers at all of our schools.

The caretaker is responsible for providing and maintaining a safe and clean environment for the school and the community. The caretaker must be physically able to complete all tasks required in the general maintenance of the school building and equipment.

**Qualifications and experience for this position include:**

- High School Diploma
- WHIMIS certification
- First Aid certification
- Experience as a custodian or in a related field or area

**Basic knowledge of:**

- hand and power tools
  - ground maintenance equip.
  - cleaning equipment (including floor washers, buffers, etc.)
  - plumbing and electrical systems
  - computer skills
- Demonstrates ethical and confidential behaviour,  
Demonstrates appropriate and independent use of time,  
Maintains effective working relationships with staff, students and community members.

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

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

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

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

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

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### **TEACHER VOLUNTARY RETIREMENT PROGRAM 2017**

*All staff interested in this program should contact Carol Linden by email at [lindenc@holyspirit.ab.ca](mailto:lindenc@holyspirit.ab.ca) or by phone at 403 331-4305 with any questions.*

#### **Teachers:**

The voluntary retirement program for teachers who are planning on retiring at the end of this school year is as follows: The program allows teachers to retire on January 31, 2017 and then be offered a temporary contract, from February 1, 2017 to June 30, 2017. Pension would commence effective February 1, 2017. Beginning in February 2017 and continuing until June 30, 2017 retired teachers would receive their regular salary, plus their pension from ATRF. They will receive summer hold back money at the end of January from their continuing contract, and at the end of June from their temporary contract.

#### *Information about the program:*

- Teachers must be at least 55 years of age or older on January 31, 2017 and hold a continuing teaching contract;
  - Teachers must submit their notice of retirement by December 15, 2016, with an effective date of January 31, 2017 to Mr Chris Smeaton, Superintendent of Schools;
  - Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund (ATRF) by January 31, 2017 for pensions to commence on February 1, 2017. For additional information please go to the following link: <http://www.atrf.com/teacher/publications>
  - Application forms for ASEBP early retirement benefits will be provided by our payroll department. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 9, 2017. Additional information regarding these benefits can be found at the following link: [https://www.asebp.ab.ca/resources/publications/brochures/ER\\_Guide.pdf](https://www.asebp.ab.ca/resources/publications/brochures/ER_Guide.pdf)
  - A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2017 to June 30, 2017.
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### **SUPPORT STAFF VOLUNTARY RETIREMENT PROGRAM 2017**

*All staff interested in this program should contact Carol Linden by email at [lindenc@holyspirit.ab.ca](mailto:lindenc@holyspirit.ab.ca) or by phone at 403 331-4305 with any questions.*

#### **Support Staff:**

The voluntary retirement program for support staff who are planning on retiring at the end of this school year is as follows: The program allows support staff to retire on January 31, 2017 and then be offered a temporary contract, from February 1, 2017 to the end of June 2017. Pension would commence effective February 1, 2017. Beginning in February 2017 and continuing until June 30, 2017, retired support staff would receive their earned regular wages, plus their pension from LAPP.

#### *Information about the program:*

- Support staff must be at least 55 years of age or older on January 31, 2017 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 15, 2016, with an effective date of January 31, 2017 to Mr. Chris Smeaton, Superintendent of Schools;
- Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan (LAPP) by January 31, 2017 for pensions to commence on February 1, 2017. For access to forms and additional information please go to the following link: <http://www.lapp.ca/retirees/publications/>
- Application forms for ASEBP early retirement benefits will be provided by our payroll department. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 9, 2017. Additional information regarding these benefits can be found at the following link: [https://www.asebp.ab.ca/resources/publications/brochures/ER\\_Guide.pdf](https://www.asebp.ab.ca/resources/publications/brochures/ER_Guide.pdf)
- A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2017 to the end of the school year for your particular position or June 30, 2017, whichever comes first.