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# Here in Spirit



REGIONAL NEWSLETTER  
HOLY SPIRIT CATHOLIC SCHOOLS

## EMPLOYMENT OPPORTUNITIES AT A GLANCE

- 
- **Full Time Teacher** – Children of St. Martha School
  - **Full Time Teacher** – St. Paul School
  - **Education Assistant** – Father Leonard Van Tighem School
  - **Education Assistant** – Children of St. Martha School
  - **Education Assistant** – St. Catherine School, Picture Butte
  - **Part Time Caretaker**- Catholic Central High School
  - **Part Time Caretaker**- Children of St. Martha
  - **Head Caretaker**
  - **First Nations, Metis and Inuit Support Worker**- St. Francis Junior High
  - **First Nations, Metis and Inuit Support Worker**- St. Michael's School, Pincher Creek
  - **Relief Caretakers**- Lethbridge, Taber and Pincher Creek
  - **Substitute Teachers**
  - **Casual Education Assistants**

### *Our Mission Statement*

We are a Catholic Faith Community, dedicated to providing each student entrusted to 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 foundation of all that we do.

## **TEACHER VOLUNTARY RETIREMENT PROGRAM 2019**

*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, 2019 and then be offered a temporary contract, from February 1, 2019 to the end of June, 2019. Pension would commence effective February 1, 2019. Beginning in February, 2019 and continuing until the end of June, 2019, retired continuing teachers would receive their regular salary, plus their pension.

### *Information about the program:*

- Teachers must be at least 55 years of age or older on January 31, 2019 and hold a continuing teaching contract;
- Teachers must submit their notice of retirement by December 14, 2018, with an effective date of January 31, 2019 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 by January 31, 2019 for pensions to commence on February 1, 2019. 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 7, 2019. Additional information regarding these benefits can be found at the following link: <https://www.asebp.ca/my-benefits/retiring-65>
- A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2019 to June 30, 2019.



## **SUPPORT STAFF VOLUNTARY RETIREMENT PROGRAM 2019**

*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, 2019 and then be offered a temporary contract, from February 1, 2019 to the end of June, 2019. Pension would commence effective February 1, 2019. Beginning in February, 2019 and continuing until the end of June, 2019, retired continuing support staff would receive their earned regular wages, plus their pension.

### *Information about the program:*

- Support staff must be at least 55 years of age or older on January 31, 2019 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 14, 2018, with an effective date of January 31, 2019 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 by January 31, 2019 for pensions to commence on February 1, 2019. 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 7, 2019. Additional information regarding these benefits can be found at the following link: <https://www.asebp.ca/my-benefits/retiring-65>
- A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2019 to the end of the school year for your particular position, or June 30, 2019, whichever comes first.

# Employment Opportunities

## **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.***

We currently are looking to hire a temporary 1.0 FTE full time teacher at Children of St. Martha School in Lethbridge, to commence January 14, 2019 and terminate June 30, 2019 or upon the return of the permanent employee, whichever occurs first. This position will require the successful candidate to teach Grade 4/5 multi-age classroom, Grade 6 Physical Education and CTF Options class. Willingness to participate in extra-curricular activities is an asset for this position.

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## **FULL TIME TEACHER – St. Paul 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 1.0 FTE full time teacher at St. Paul School in Lethbridge, commencing December 10, 2018 and terminating June 30, 2019 or upon the return of the permanent employee, whichever occurs first. The successful candidate will be required to teach a Grade 1/2 multi-age classroom. Qualifications and/or experience in music and/or choir will be an asset for this position.

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## **EDUCATION ASSISTANT – 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.***

The Holy Spirit Catholic Board of Education requires a temporary 28.0 hour per week education assistant at Father Leonard Van Tighem School in Lethbridge, commencing as soon as possible and terminating June 28, 2019. Please quote **Posting #20181006**.

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## **EDUCATION ASSISTANT – 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.***

The Holy Spirit Catholic Board of Education requires a temporary 14.0 hour per week education assistant at Children of St. Martha School in Lethbridge, commencing as soon as possible and terminating June 28, 2019. Please quote **Posting #20181008**.

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**EDUCATION ASSISTANT – St. Catherine School, Picture Butte**

***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 temporary 14.0 hour per week education assistant at St. Catherine School in Picture Butte, commencing as soon as possible and terminating June 28, 2019. Please quote **Posting #20181009**.

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**PART TIME CARETAKER- Catholic Central High School**

***For external applicants: the successful candidate must provide a current criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.***

We currently are looking to hire a 20.0 hour per week caretaker with the initial assignment at Catholic Central High School West Campus in Lethbridge. This position will commence as soon as possible.

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**PART TIME CARETAKER- Children of St. Martha**

***For external applicants: the successful candidate must provide a current criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.***

We currently are looking to hire a 20.0 hour per week caretaker with the initial assignment at Children of St. Martha School in Lethbridge. This position will commence as soon as possible.

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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 as soon as possible.

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**FIRST NATIONS, METIS and INUIT SUPPORT WORKER- St. Francis Junior High School**

***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 temporary 35.0 hour per week First Nations, Metis and Inuit Support Worker at St. Francis Junior High School in Lethbridge, to commence as soon as possible and terminating December 3, 2018 or upon the return of the permanent employee, whichever comes first.

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### **FIRST NATIONS, METIS and INUIT SUPPORT WORKER- St. Michael's School, Pincher Creek**

***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 at St. Michael's School in Pincher Creek, to commence as soon as possible.

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### **RELIEF CARETAKERS- Lethbridge, Taber and Pincher Creek**

***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 our City of Lethbridge, Taber and Pincher Creek 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.

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### **SUBSTITUTE TEACHERS**

***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 sub list.***

The Holy Spirit Catholic Board of Education has openings for substitute teachers.

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### **CASUAL EDUCATION ASSISTANTS**

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

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

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