



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

BRIAN MACAULEY
DEPUTY SUPERINTENDENT

MONDAY, OCTOBER 17, 2016

VOLUME XXIII NO. 7

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.

EMPLOYMENT OPPORTUNITIES

TEMPORARY CHILD AND YOUTH CARE WORKER (CYCW) – St. Francis CARE Campus

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 full time Child and Youth Care Worker at St. Francis CARE Campus in Lethbridge, from November 14, 2016 to November 10, 2017 or upon the return of the permanent employee, which ever comes first. Under the direction and guidance of the principal, and by extension, the program teacher, the **Child and Youth Care Worker** provides assistance to students with various degrees of need in the learning environment at the CARE Campus. In this position it is necessary to be physically fit in order to actively and meaningfully engage students in all aspects of their educational program. In order to meet the unique needs of all learners at CARE, confidentiality is of utmost importance. Please quote **Posting #20161007**.

In collaboration with the principal and the program teacher, the CYCW will coordinate and carry out a variety of individual or group activities, while working closely with Alberta Health Services (Addiction and Mental Health) and other partnering agencies. Additionally, the CYCW will implement strategies such as planned daily activities, coordinate treatment interventions, as well as organized recreational and social activities.

QUALIFICATIONS

EDUCATION:

- 2 year Diploma in Youth and Child Care or equivalent.

WORK EXPERIENCE:

- At least one (1) year experience working in Early Childhood Program and/or children with special needs.

SKILLS:

- Work with students and youth who are exhibiting high-risk behaviour;
- Understand pre-adolescent and adolescent development;
- Respond effectively to students exhibiting aggressive or depressive tendencies as well as behaviours that would be deemed to be injurious to self;
- At the discretion of the program teacher, attend after-school and out-of-school IPP meetings;
- Conduct on-site counselling for students and liaise with FSLC's for more long-term counselling supports for student in need;
- Facilitate a life skills program, including, but not limited to, a lunch program;
- SIVA (Supporting Individuals through Valued Attachments) Training is an asset;
- Conduct short individual and group based counselling activities.

INTERPERSONAL SKILLS:

- Understands the paramount importance of maintaining confidentiality with all aspects of the school community;
- Excellent communication skills (both written and spoken);
- Takes responsibility for student needs;
- Works collaboratively in a team environment;
- Demonstrates appropriate and independent use of time;
- Promotes an environment of respect;
- Establish trusting and meaningful one-on-one relationships with students, youth and families;
- Excellent communication skills;
- Good conflict resolution skills;
- Student supervision skills;
- Confidentiality.

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. Kevin Kinahan at (403) 327-3402 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 **noon on Monday, October 24, 2016** 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 qualified candidate is found. We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

EARLY LEARNING EDUCATION ASSISTANT – St. Joseph School, Coaldale

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 part time continuous 14.0 hour per week early learning education assistant at St. Joseph School in Coaldale, commencing as soon as possible and ending for this school year on June 16, 2017. Please quote **Posting #20161008**.

To be considered for this position candidates must possess or be willing to gain the following skills:

- Hanen Learning Language and Loving It Certification.
- At least one year of experience working in Childhood Program and/or with children with special needs.
- Experience working proactively with positive intervention with child’s behaviours.
- Is able to provide supports and cues for sound production as directed by the Speech Language Pathologist.
- Is able to match activities and model appropriate behaviours at child’s functioning level.
- Has or is willing to gain Child Development Worker certificate within the first six months of employment.
- Has or is willing to gain First Aid Training.
- Positions may require providing assistance with toileting and other daily living skills.
- Has the ability to work effectively within a trans-disciplinary team which is dependent on the child’s need.
- Is able to take direction from the professional team.
- Must be physically able to engage and participate in the active ECS environment.

For more information regarding this position, please call the Coordinator of Early Learning, Mrs. Lynn Saler at (403) 327-9555.

Application package must include the following:

- A cover letter indicating the position(s) applied for;
- A completed 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

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EARLY LEARNING EDUCATION ASSISTANTS

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 the following Early Learning Education Assistants commencing as soon as possible.

Please quote all posting numbers applied for in your cover letter:

School	Position	Hours/week	End Date	Posting #
Children of St. Martha	Early Learning	14 hours	June 16, 2017	#20161003
St. Paul School	Early Learning	14 hours	June 16, 2017	#20161004

To be considered for this position candidates must possess or be willing to gain the following skills:

- Hanen Learning Language and Loving It Certification.
- At least one year of experience working in Childhood Program and/or with children with special needs.

- Experience working proactively with positive intervention with child's behaviours.
- Is able to provide supports and cues for sound production as directed by the Speech Language Pathologist.
- Is able to match activities and model appropriate behaviours at child's functioning level.
- Has or is willing to gain Child Development Worker certificate within the first six months of employment.
- Has or is willing to gain First Aid Training.
- Positions may require providing assistance with toileting and other daily living skills.
- Has the ability to work effectively within a trans-disciplinary team which is dependent on the child's need.
- Is able to take direction from the professional team.
- Must be physically able to engage and participate in the active ECS environment.

For more information regarding this position, please call the Coordinator of Early Learning, Mrs. Lynn Saler at (403) 327-9555.

Application package must include the following:

- A cover letter indicating the position(s) applied for;
- A completed 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

These positions 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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HEAD CARETAKER- 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 criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.

We currently are looking to hire a 40.0 hour per week full time Head Caretaker in Pincher Creek commencing as soon as possible.

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 or proof of enrolment in the course;
- 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 qualified 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.

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 criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.

We currently are looking to hire a 40.0 hour per week full time Head Caretaker for Holy Spirit Catholic Schools, commencing January 3, 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 or proof of enrolment in course;
- 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.

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- Contact information for 3 references

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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 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

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