

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

MONDAY, OCTOBER 23, 2017

VOLUME XXIV 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.*

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### *Wendy Urquhart- French & International Education Consultant*

Wendy Urquhart is Holy Spirit's French & International Education Consultant. Thanks to federal funding for Official Languages, Wendy serves the division by offering cultural activities, resources and PD opportunities to both staff and students in the FSL and French Immersion programs. As International Education Consultant, she is responsible for recruiting students from across the globe to study in our schools and for promoting international opportunities to our secondary students.

### *Kendra Harding- Homestay Coordinator*



Kendra joined us as the Homestay Coordinator for the International Students Program in March 2016. She finds safe and supportive homes and families for the students to live with during their stays. In this role she prides herself on matching students and families and looks forward to being there for each and every one of them during this exciting experience! It is rare to find Kendra without a smile on her face so if you haven't met her please be sure to introduce yourself!



## 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
Joseph Mastel	St. Michael's School, Bow Island, Student	Received CTS honors from ADLC recognizing his achievements and dedication to learning.
Taylor O'Grady	St. Patrick School, Taber, Student	Designed a bookmark for the Scientists in School Bookmark Contest. Taylor's winning submission won her class a complimentary workshop.

*"Every accomplishment starts with the decision to try." – Gail Devers*

## EMPLOYMENT OPPORTUNITIES

### TEMPORARY TEACHER – Catholic Central High 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 temporary French Immersion/Religion teacher at Catholic Central High School to commence as soon as possible and terminate upon the return of the permanent employee. This position requires someone to teach French Immersion RE 15 and RE 25 and French Immersion CALM and CTS (Workplace Readiness).

#### **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 principal of the school, Ms. Joanne Polec at (403) 327-4596.

#### ***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, October 30, 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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**TEMPORARY FULL TIME TEACHER – St. Michael's School, Pincher Creek**

***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 are currently looking to hire a temporary 1.0 FTE full time teacher at St. Michael's School in Pincher Creek, to commence December 4, 2017 and terminate on June 30, 2018 or upon the return of the permanent employee, whichever occurs first. This position requires teaching physical education courses and a language arts course to elementary and middle school students. The successful candidate would be part of the Physical Education and Athletic Department.

**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 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 on 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>

Please note: 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:

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### **TEMPORARY KINDERGARTEN EDUCATION ASSISTANT – École St. Mary**

***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 temporary 14.0 hour per week French Immersion Kindergarten Education Assistant at École St. Mary School in Lethbridge starting as soon as possible and terminating December 21, 2017. Knowledge of the French language would be an asset. **Please quote Posting #20170909.**

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 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, Ms. Lynn Saler at (403) 327-9555.

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

- A cover letter indicating the position 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

Please note: 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)

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### **TEMPORARY EDUCATION ASSISTANT – Children of St. Martha School**

***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 an 18.0 hour per week education assistant at Children of St. Martha School in Lethbridge, commencing as soon as possible and terminating June 28, 2018. Please quote **Posting #20170903.**

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 Director of Support Services, Mrs. Michelle MacKinnon at (403) 327-9555.

Please note: 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)**

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## **FRENCH IMMERSION 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 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 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.

### **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>
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## **CASUAL EDUCATION ASSISTANTS**

***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 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
- WHMIS 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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