

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

BRIAN MACAULEY
DEPUTY SUPERINTENDENT

MONDAY, OCTOBER 3, 2016

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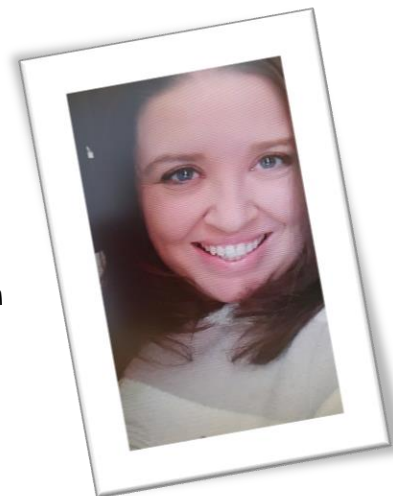
Our Mission

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.

This week's Here in Spirit Newsletter features our Payroll Department:

Jennifer Forchuk – Business Services

Jenn started with Holy Spirit in February of 2015 as the Payroll, Pension and Benefits coordinator for our Teachers and TOC's. Along with processing the monthly payrolls, Jenn is also responsible for managing and maintaining the ATRF pension system and monthly remittances. Jenn always has time to answer any questions or concerns a teacher or TOC has regarding their pay or benefits and will help them to the best of her ability. Helping those around her is one of her favorite parts of the job. Her laughter can often be heard throughout the building!



Jennifer Gould-Hawke - Business Services

Our other Jenn joined Holy Spirit in the Spring of 2016. On a daily basis, she administers to the payroll, pension and benefits for our Support and Casual CUPE 1825 and 290 Staff. Alongside that, she takes care of WCB and LAPP administration and reporting. Jenn has a vibrant personality and a passion for people. While I can't say "The Jenns" keep a quiet office, they have fun and truly enjoy the work they do for you.



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
Logan McCombe	Student at St. Mary, Taber	Competed at Spruce Meadows recently in the Equi-Cup Circuit. He placed first and second in two separate cross-rail competitions.
Brad Forest	Student at Father Leonard Van Tighem	His Junior Little League team qualified to play in the Junior League World Series that took place this summer in Taylor, Michigan.
Thomas Little Michael Horon	Students at Catholic Central High School	Won the Canadian Junior Little League Baseball Championships and represented Team Canada in Taylor, Michigan.
Interact Club	A dedicated group of students at Catholic Central High School	Throughout the school year raised funds to benefit both local and international groups in need. As a result they won the Philanthropic Group Award 2016 presented by the Lethbridge Rotary Club.

"Your talent is God's gift to you. What you do with it is your gift back to God." **Leo Buscaglia**

EMPLOYMENT OPPORTUNITIES

HEAD CARETAKER- St Paul School

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 with the initial assignment at St. Paul School in Lethbridge, 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 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 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

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

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 #
École St. Mary	Early Learning	14 hours	June 16, 2017	#20161001
Our Lady of the Assumption	Early Learning	14 hours	June 16, 2017	#20161002
Children of St. Martha	Early Learning	14 hours	June 16, 2017	#20161003
St. Paul School	Early Learning	14 hours	June 16, 2017	#20161004
St. Patrick School, Taber	Early Learning	14 hours	June 16, 2017	#20161005

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

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, October 10, 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 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.

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?pageID=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

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

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