

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

**CHRISTOPHER SMEATON**  
 SUPERINTENDENT OF SCHOOLS

**BRIAN MACAULEY**  
 DEPUTY SUPERINTENDENT

**MONDAY, SEPTEMBER 12, 2016**

**VOLUME XXIII NO. 1**

***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.*



**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
Liam Kitt	St. Teresa of Calcutta School, Student	Placed 6 <sup>th</sup> at Nationals for BMX in Calgary this summer. He has qualified to go to the World Championships in South Carolina to compete to become the fastest 6 year old in the world!

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

## EMPLOYMENT OPPORTUNITIES

### **TEMPORARY FULL TIME TEACHER – Catholic Central High 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 are currently looking to hire a temporary full time Inclusive Education teacher at Catholic Central High School in Lethbridge to start as soon as possible and terminate November 10, 2016, with the possibility of extension. This successful candidate should be familiar with or have a background in working with high needs students with a range of disabilities. The candidate will teach Learning Support for Inclusive Education students, Knowledge and Employability courses, be responsible for coordinating programs and ISP's plus administer K-TEA testing.

#### **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 Catholic Central High School, Mrs. Carol Koran 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, September 19, 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.

---

### **TEMPORARY 0.75 FTE TEACHER – St. Michael's School, Pincher Creek**

***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.***

We are currently looking to hire a temporary 0.75 FTE Elementary/Middle School teacher at St. Michael's School in Pincher Creek, the projected start date will be determined upon the transfer of the present employee and will terminate June 30, 2017. A background in the Fine Arts, especially music and art is an asset. The successful candidate will also be required to teach religion.

#### **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 a dynamic educator who believes in supporting positive behaviors through dynamic classroom management, has 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, Mr. Don Kuchison 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 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>

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)**

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

<b>School</b>	<b>Position</b>	<b>Hours/week</b>	<b>Posting #</b>
Children of St. Martha	Kindergarten	25 hours	#20160910
Father Leonard Van Tighem	Kindergarten	14 hours (A.M.)	#20160911

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, 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, September 19, 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.

---

**TEMPORARY EARLY LEARNING EDUCATION ASSISTANT- Father Leonard Van Tighem School**

***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 14.0 hour per week (p.m) Early Learning Education Assistant at Father Leonard Van Tighem School in Lethbridge starting as soon as possible and terminating December 23, 2016 with the possibility of extension. **Please quote posting #20160912.**

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, Mrs. 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

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, September 19, 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.

---

**TEMPORARY LIBRARY CLERK/EDUCATION ASSISTANT – Our Lady of the Assumption School**

**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 30.0 hour per week library clerk/education assistant at Our Lady of the Assumption School in Lethbridge, commencing as soon as possible and terminating December 23, 2016. **Please quote Posting #20160913.**

Under the direction of the Principal, the library clerk will process new library resources, assist students and teachers in learning about and using library resources, and supervise students in the library. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the library clerk will carry out tasks as assigned by the Principal.

The education assistant provides assistance to children in a combined grade 1/2 classroom, 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.

<b><u>LIBRARY CLERK QUALIFICATIONS</u></b>	<b><u>EDUCATION ASSISTANT QUALIFICATIONS</u></b>
<b>EDUCATION:</b> <ul style="list-style-type: none"><li>• Computer courses in library and educational application programs;</li><li>• Knowledge and experience with library software is recommended.</li></ul>	<b>EDUCATION:</b> <ul style="list-style-type: none"><li>• Education Assistant Certificate and/or Diploma or Rehabilitation Practitioner Certificate and/or Diploma or equivalent.</li></ul>
<b>WORK EXPERIENCE:</b> <ul style="list-style-type: none"><li>• Two years' experience in a library setting;</li><li>• Experience in working with students.</li></ul>	<b>WORK EXPERIENCE:</b> <ul style="list-style-type: none"><li>• At least one year experience working with students with special programming needs.</li></ul>
<b>TECHNICAL SKILLS:</b> <ul style="list-style-type: none"><li>• Computer/work processing skills;</li><li>• Use of audio-visual equipment and photocopier.</li></ul>	<b>SKILLS:</b> <ul style="list-style-type: none"><li>• First Aid Training;</li><li>• Supporting Individuals through Valued Attachments Training (SIVA) Certificate</li></ul>
<b>INTERPERSONAL SKILLS:</b> <ul style="list-style-type: none"><li>• Good communication skills;</li><li>• Patience in dealing with students and teachers;</li><li>• Behaviour management skills.</li><li>• Ability to speak and read in French would be an asset.</li></ul>	<b>INTERPERSONAL SKILLS:</b> <ul style="list-style-type: none"><li>• Understands that it is of paramount importance to maintain confidentiality of all aspects of the school community;</li><li>• Excellent communication skills;</li><li>• Willing to participate in new learning opportunities;</li><li>• Ability to take responsibility for individual student needs;</li><li>• Ability to contribute in a collaborative team-based learning structure.</li></ul>

**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 or the Principal of the school, Mr. Greg Kostiuk at (403) 327-5028.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon Monday, September 19, 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.

---

### **TEMPORARY EDUCATION ASSISTANT – Blessed Mother Teresa School**

***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 Blessed Mother Teresa School in Lethbridge, commencing as soon as possible and terminating June 30, 2017. **Please quote Posting #20160914.**

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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon Monday, September 19, 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.

---

**TEMPORARY EDUCATION ASSISTANT – Father Leonard Van Tighem School**

***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 30.0 hour per week education assistant at Father Leonard Van Tighem School in Lethbridge, commencing as soon as possible and terminating February 28, 2017. **Please quote Posting #20160901**

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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon Monday, September 19, 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.

---

## **EDUCATION ASSISTANTS REQUIRED**

***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.***

The Holy Spirit Catholic Board of Education requires the following Education Assistants. **Please quote all posting numbers applied for in your cover letter:**

<b>School</b>	<b>Position</b>	<b>Hours/week</b>	<b>Posting #</b>
Father Leonard Van Tighem	Education Assistant	14 hours (a.m)	#20160904
St. Patrick Fine Arts	Education Assistant	14 hours (a.m)	#20160905
St. Paul	Education Assistant	14 hours	#20160906
St. Paul	Education Assistant	14 hours	#20160907
École St. Mary	Education Assistant	14 hours	#20160908

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(s) 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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, September 19, 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.

---

### **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.

---

## **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.

---