



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

CHRISTOPHER SMEATON
SUPERINTENDENT OF SCHOOLS

BRIAN MACAULEY
DEPUTY SUPERINTENDENT

WEDNESDAY, SEPTEMBER 14, 2016

VOLUME XXIII NO. 2

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

CLERK TYPIST/EDUCATION ASSISTANT – St. Mary 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 combined 15 hour per week clerk typist/14 hour per week education assistant at St. Mary School in Taber, commencing as soon as possible. **Please quote Posting #20160915.**

Under the direction of the Principal, the clerk typist provides secretarial support to administration and staff. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the clerk typist will carry out tasks as assigned by the Principal.

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.

<p style="text-align: center;"><u>CLERK TYPIST QUALIFICATIONS</u></p> <p>EDUCATION:</p> <ul style="list-style-type: none"> • Two (2) year administrative program with accounting or equivalent. <p>WORK EXPERIENCE:</p> <ul style="list-style-type: none"> • One (1) year office experience. <p>TECHNICAL SKILLS:</p> <ul style="list-style-type: none"> • Proficiency in computer skills including all Microsoft Office Applications (Word, Publisher, etc). • Knowledge of office equipment and procedures. <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Organizational skills/time management; • Communication skills and telephone etiquette; • Ability to work under stress and deadlines; • Good public relations skills; • Work independently and show initiative; • Professional attitude; • Confidentiality. 	<p style="text-align: center;"><u>EDUCATION ASSISTANT QUALIFICATIONS</u></p> <p>EDUCATION:</p> <ul style="list-style-type: none"> • Education Assistant Certificate and/or Diploma or Rehabilitation Practitioner Certificate and/or Diploma or equivalent. <p>WORK EXPERIENCE:</p> <ul style="list-style-type: none"> • At least one year experience working with students with special programming needs. <p>SKILLS:</p> <ul style="list-style-type: none"> • First Aid Training; • Supporting Individuals through Valued Attachments Training (SIVA) Certificate <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • 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 or the Principal of the school, Mr. Randy Spenrath at (403) 223-3165.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon Wednesday, September 21, 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.

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 28.0 hour per week education assistant at Father Leonard Van Tighem School in Lethbridge, commencing as soon as possible. **Please quote Posting #20160916.**

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. Special consideration will be given to candidates who have experience working with children exhibiting challenging behaviours. 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 Wednesday, September 21, 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.
