

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

CHRISTOPHER SMEATON
SUPERINTENDENT OF SCHOOLS

BRIAN MACAULEY
DEPUTY SUPERINTENDENT

MONDAY, SEPTEMBER 19, 2016

VOLUME XXIII NO. 3

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.

MEET OUR HUMAN RESOURCES DEPARTMENT

We would like to introduce you to some of the people behind the scenes that help keep our school division running smoothly.

Brian Macaulay – Deputy Superintendent



Brian has been with Holy Spirit Catholic Schools since 2010. He is responsible for ensuring that all of our schools are staffed with the most qualified employees for all positions in our division. He ensures that employment standards, regulations and terms of the collective agreements are being followed. Brian handles all negotiations and labour meetings with our various unions. He facilitates our Faith Formation Program for all new teachers, as well as the Catholic Leadership Program. You may see him in various school classrooms doing observations to assist with the evaluations of our new teachers.

Carol Linden – Executive Assistant to the Deputy Superintendent

Carol has worked in the HR department since 2010, having started her career with Holy Spirit Catholic Schools in payroll. She works tirelessly behind the scenes doing government reporting and ensuring all of the information in our various HR programs are up-to-date. She is responsible for doing up all employee contracts and letters of offer. She manages all long term leave information. You might also see her sitting in on some of your interviews. In collaboration with Rhonda, Carol plans and organizes both the Long Term Service Awards and the Retirement banquets.



Rhonda Kawa – Human Resources Assistant

You may recognize Rhonda as the friendly face that greeted you when you came into St. Basil Catholic Education Centre. We were fortunate enough to have her join the HR team at the start of this year. She is responsible for setting up all new employees in the system, including email addresses and access to the “personal employee information system”. All resumes come to Rhonda, so she keeps busy ensuring that your information is passed on to the people that need to see it. She also takes care of making any changes that may be required in the leave management system.



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>

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, by **noon on Monday, September 26, 2016** 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.

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.

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.

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, by **noon Monday, September 26, 2016** to:

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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.

<u>CLERK TYPIST QUALIFICATIONS</u>	<u>EDUCATION ASSISTANT QUALIFICATIONS</u>
EDUCATION: <ul style="list-style-type: none">• Two (2) year administrative program with accounting or equivalent.	EDUCATION: <ul style="list-style-type: none">• Education Assistant Certificate and/or Diploma or Rehabilitation Practitioner Certificate and/or Diploma or equivalent.
WORK EXPERIENCE: <ul style="list-style-type: none">• One (1) year office experience.	WORK EXPERIENCE: <ul style="list-style-type: none">• At least one year experience working with students with special programming needs.
TECHNICAL SKILLS: <ul style="list-style-type: none">• Proficiency in computer skills including all Microsoft Office Applications (Word, Publisher, etc).• Knowledge of office equipment and procedures.	SKILLS: <ul style="list-style-type: none">• First Aid Training;• Supporting Individuals through Valued Attachments Training (SIVA) Certificate
INTERPERSONAL SKILLS: <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.	INTERPERSONAL SKILLS: <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.

EARLY LEARNING EDUCATION ASSISTANT – St Paul 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 14 hour (a.m.) per week Kindergarten Early Learning Education Assistant at St Paul School in Lethbridge, commencing as soon as possible. **Please quote posting #20160917**

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 26, 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 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:**

School	Position	Hours/week	Posting #
Father Leonard Van Tighem	Education Assistant	14 hours (a.m)	#20160904
St. Patrick Fine Arts	Education Assistant	14 hours (a.m)	#20160905
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.

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, by **noon on Monday, September 26, 2016** to:

Mr. Brian Macauley, Deputy Superintendent
Holy Spirit Catholic School Division
Email: kawarh@holyspirit.ab.ca

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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:

Mr. Brian Macauley, Deputy Superintendent
Holy Spirit Catholic School Division
Email: kawarh@holyspirit.ab.ca

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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:

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.
