

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

MONDAY, SEPTEMBER 25, 2017

VOLUME XXIV 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.*

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## *Chris Smeaton – Superintendent of Schools*



Chris is in his second stint with Holy Spirit Catholic School Division. He served as the Principal of St. Patrick School in Taber from 1996 – 2001 and returned in 2008 as the Deputy Superintendent. He has been the Superintendent of Schools since June 2009 and reports directly to the Board of Trustees. Chris has administrative oversight of the entire division as both Chief Executive Officer and Chief Educational Officer. In order to facilitate his duties, he works closely with his senior administration team and our schools' leaders. Although consumed with meetings in his role, he strives to get out into the schools, his favourite part of his job!

## *Anisha Gatner – Executive Assistant to the Superintendent of Schools*

What Anisha enjoys the most about her job is that every day is different.

While her primary role is to provide administrative assistance to the Superintendent and Board, she also enjoys honing the creative and technical skills required to create, coordinate and distribute division communications (above and beyond "all those emails" ;)). When parents call to advocate for the needs of their children, Anisha is probably one of the first voices they hear, helping them to focus their concerns and directing them to the best person in the building to assist them.



# EMPLOYMENT OPPORTUNITIES

## **EDUCATION ASSISTANT – St. Francis Junior High School**

***External applicants must provide a current police information (including vulnerable sectors) check, and a current record intervention check prior to receiving a contract, if chosen as the successful candidate.***

The Holy Spirit Catholic Board of Education requires a part time continuous 28.0 hour per week education assistant at St. Francis Junior High School in Lethbridge, commencing as soon as possible. Please quote **Posting #20170911**.

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 on Monday, October 2, 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 KINDERGARTEN EDUCATION ASSISTANT – St. Paul 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 a temporary 14.0 hour per week Kindergarten education assistant at St. Paul School in Lethbridge, commencing as soon as possible and ending for this school year on June 22, 2018. Please quote **Posting #20170910**.

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, 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

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**Holy Spirit Catholic School Division**  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)

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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. **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?pageID=41>
- Documentation which would support the education requirements for this position;
- Contact information for 3 references

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**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 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. **Please quote Posting #20170908.**

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

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, October 2, 2017** 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 EARLY LEARNING EDUCATION ASSISTANT – St. Paul 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 a temporary 14.0 (A.M.) hours per week early learning education assistant at St. Paul School in Lethbridge, commencing as soon as possible and ending on June 22, 2018. Please quote **Posting #20170907**.

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, 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, October 2, 2017** 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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**HEAD CARETAKER**

***This position is open to all qualified internal and external candidates. 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 currently are looking to hire a 40.0 hour per week full time Head Caretaker in Picture Butte, commencing as soon as possible.

**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;
- 5<sup>th</sup> Class Power Engineer's Certificate of Competency or proof of enrolment in the course;
- WHMIS 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.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above by **noon Monday, October 2, 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 EDUCATION ASSISTANT – Children of St. Martha 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.***

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.

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)**

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 EARLY LEARNING EDUCATION ASSISTANT – St. Catherine School, Picture Butte**  
***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 early learning education assistant at St. Catherine School in Picture Butte, commencing as soon as possible and ending on June 22, 2018. Please quote **Posting #20170906**.

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, 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 to:

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**Holy Spirit Catholic School Division**  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)

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### **TEMPORARY EDUCATION ASSISTANT – St. Paul 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.***

The Holy Spirit Catholic Board of Education requires a temporary 30.0 hour per week education assistant at St. Paul School in Lethbridge, commencing as soon as possible and terminating December 1, 2017 or upon the return of the permanent employee, whichever occurs first. Please quote **Posting #20170819**.

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 to:

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Holy Spirit Catholic School Division  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)**

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### **FRENCH IMMERSION SUBSTITUTE TEACHERS NEEDED**

***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>
- Pastoral Reference Form located on our website: <http://www.holyspirit.ab.ca/page.cfm?pgID=41>

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Holy Spirit Catholic School Division  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)**

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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:

**Mr. Brian Macauley, Deputy Superintendent  
Holy Spirit Catholic School Division  
Email: [kawarh@holyspirit.ab.ca](mailto:kawarh@holyspirit.ab.ca)**

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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

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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