

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

**CHRISTOPHER SMEATON**  
SUPERINTENDENT OF SCHOOLS

**BRIAN MACAULEY**  
DEPUTY SUPERINTENDENT

**MONDAY, SEPTEMBER 26, 2016**

**VOLUME XXIII NO. 4**

***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.*

**BEHIND THE SCENES WITH THE OFFICE OF THE SUPERINTENDENT**

Please meet some of the St Basil Catholic Education Centre staff that work hard to meet the needs of our students, parents and staff at Holy Spirit.

**Christine Kinahan- Receptionist**

Christine started with Holy Spirit back in 2005 at St. Paul School as an Early Learning Assistant. She is now the new face who meets you at the door and greets you on the phone at our reception desk. Besides being responsible for our interschool mail system, she also works behind the scenes supporting the various needs of our internal staff here at St. Basil Education Centre. At the end of the day she hopes to know you by name and send you away with smile!





**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.

**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!



**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
Jenna Chomiak Katanna Chervenka Ciana Viney Hannah Birrell Haley Pardy Kiara Jankowiak Kiera McCullough	Student at SFJH Student at SFJH Student at SFJH Student at SFJH Student at SFJH Student at SFJH Student at FLVT	Won the gold medal at the U12 Provincial Soccer Championships this summer.

Dawson Leroux Easton Thomas Ridley Greig Josh Kabayama Tate Pearce Ty Hubka	Student at SFJH Student at SFJH Student at SFJH Student at FLVT Student at FLVT Student at FLVT	Won the Canadian Intermediate Little League Nationals Baseball Championships. With this win they represented Team Canada at the Little League Intermediate World Series in Livermore, California
--	--	--

*“Your talent is God’s gift to you. What you do with it is your gift back to God.” Leo Buscaglia*

## EMPLOYMENT OPPORTUNITIES

### **HEAD CARETAKER- St Paul School**

***This position is open to all qualified internal and external candidates. If chosen as the successful candidate, external applicants must provide a current criminal record (including vulnerable sectors) check, and a current child intervention check prior to receiving a contract.***

We currently are looking to hire a 40.0 hour per week full time Head Caretaker with the initial assignment at St. Paul School in Lethbridge, commencing January 3, 2017.

#### **The Individual**

You are a strong advocate for youth and their success in learning. You demonstrate by interest, lifestyle, and growth involvement within a Christ-centered working environment. Your participation within the Catholic faith is considered to be an asset.

#### **EDUCATION:**

- High School Diploma;
- 5<sup>th</sup> Class Power Engineer’s Certificate of Competency or proof of enrolment in the course;
- WHIMIS certification;
- First Aid certification;
- Occupational Health & Safety Training.

#### **WORK EXPERIENCE:**

- 3 years of experience as a caretaker;
- Experience in low pressure boiler systems;
- Proven management skills are necessary.

#### **TECHNICAL SKILLS (basic knowledge of):**

- Hand and power tools;
- Ground maintenance equipment;
- Cleaning equipment (including floor washers, buffers, etc.);
- Plumbing and electrical systems;
- Computer skills.

#### **INTERPERSONAL SKILLS:**

- Demonstrates ethical and confidential behaviour;
- Demonstrates appropriate and independent use of time;
- Maintains effective working relationships with staff, students and community members;
- Supervisory skills;
- Good communication and interpersonal skills;
- Mechanical aptitude and skills;
- Good problem solving skills;

- Good organizational skills;
- The ability to work with little supervision;
- The ability to respond quickly and appropriately in emergency situations.

**Application package must include the following:**

- A cover letter indicating the position applied for;
- Holy Spirit Support Staff Application Form located on our website:  
<http://www.holyspirit.ab.ca/page.cfm?pgID=41>
- Documentation which would support the education requirements for this position;
- Contact information for 3 references

For more information regarding this position, please call our Plant Operations Coordinator, Mr. Mike Herauf at (403) 327-9555.

Interested, qualified applicants are asked to submit **by email** a complete application package as described above, by **noon on Monday, October 3, 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.

---