

Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Administrative Support** – Father Leonard Van Tighem School
- **Education Assistant** – CARE Campus
- **Education Assistant** – St. Paul School
- **Teacher** – École St. Mary School
- **Teacher** – St. Joseph School (Coaldale)
- **Speech Language Pathologist** – Division Schools
- **Student Wellness Access Guide** – St. Basil Catholic Education Centre
- **Caretaker** – St. Mary and St. Patrick Schools (Taber)
- **Education Assistant** – St. Paul School
- **Teacher** – Catholic Central High School
- **Casual Education Assistants** – Division Schools
- **Substitute Teachers** – Division Schools

(➤ Denotes new posting since last publication.)

Our Mission Statement

We are a Catholic Faith Community, dedicated to providing each student entrusted to our care 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

If you are interested in applying for any posted positions, you will be directed to apply online. First time applicants will need to create an account as indicated in our instructions which can be found [here](#).

These positions are open to all internal and external candidates. Prior to employment, successful applicants must provide supporting documents as outlined on our [New Employees](#) page.

ADMINISTRATIVE SUPPORT (Clerk Typist) – Father Leonard Van Tighem School

We are looking to hire a temporary 35.0 hour per week Administrative Support at Father Leonard Van Tighem School in Lethbridge. This assignment is to commence January 6, 2025 and terminate on March 31, 2025 with the possibility of extension. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3913568**.

[View Details](#)

EDUCATION ASSISTANT – CARE Campus

We are looking to hire a continuous 28.0 hour per week Education Assistant at the Centre for Adolescent Responsibility Education (CARE) Campus in Lethbridge. This assignment is to commence as soon as possible. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3913569**.

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EDUCATION ASSISTANT – St. Paul School

We are looking to hire a continuous 28.0 hour per week Education Assistant at St. Paul School in Lethbridge. This assignment is to commence as soon as possible. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3913571**.

[View Details](#)

TEACHER – École St. Mary School

We are looking to hire a temporary full time teacher at École St. Mary School in Lethbridge. This assignment is expected to commence January 9, 2025 and terminate February 14, 2025. The successful candidate will be teaching Grade 4 French Immersion. This position is covered by the ATA collective agreement.

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TEACHER – St. Joseph School (Coaldale)

We are looking to hire a temporary 0.5 FTE teacher at St. Joseph School in Coaldale. This assignment is to commence January 6, 2025 and terminate February 14, 2025. The successful candidate will be teaching grade 4 English Language Arts, Social Studies, and Religion. This position is covered by the ATA collective agreement.

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SPEECH LANGUAGE PATHOLOGIST – Division Schools

We are looking to hire a temporary 17.5 hour per week Speech Language Pathologist to support schools within our division. This assignment is to commence March 12, 2025 and terminate March 11, 2026. This is an out of scope position.

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STUDENT WELLNESS ACCESS GUIDE – St. Basil Catholic Education Centre

We are looking to hire a temporary 35.0 hour per week Student Wellness Access Guide to support our Division Schools. This assignment is to commence January 6, 2025 and terminate August 31, 2025. This is an out of scope position.

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CARETAKER – St. Mary School (Taber) and St. Patrick School (Taber)

We are looking to hire a continuous 35.0 hour per week Caretaker with the initial assignments at St. Mary School and St. Patrick School in Taber. This assignment is to commence as soon as possible. This position is for a weekday evening shift and is covered by the CUPE 290 collective agreement.

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EDUCATION ASSISTANT – St. Paul School

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Paul School in Lethbridge. This assignment is to commence January 6, 2025 and terminate June 26, 2025. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3912562**.

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TEACHER – Catholic Central High School

We are looking to hire a temporary full time teacher at Catholic Central High School in Lethbridge. This assignment is to commence January 6, 2025 and terminate April 9, 2025. The successful candidate will be teaching Physical Education and Physical Education CTS classes (e.g.: Sports Medicine). This position is covered by the ATA collective agreement.

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CASUAL EDUCATION ASSISTANTS – Division Schools

We are looking to hire casual Education Assistants to work at our Division Schools. These positions are covered by our CUPE 1825 collective agreement.

[View Details](#)

SUBSTITUTE TEACHER – Division Schools

We are looking to hire substitute teachers commencing as soon as possible. These positions are covered by the ATA collective agreement.

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Our Lady of Guadalupe

*Feast Day
December 12*



*Patron Saint
of the Americas*

Pray for us!

VOLUNTARY RETIREMENT PROGRAM 2025

All staff interested in this program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.

Teaching Staff

The voluntary retirement program for teachers who are planning on retiring at the end of this school year is as follows: The program allows teachers to retire on January 31, 2025 and then be offered a temporary contract, from February 1, 2025 to the end of June, 2025. Pension would commence effective February 1, 2025. Beginning in February, 2025 and continuing until the end of June, 2025, retired continuing teachers would receive their regular salary, plus their pension.

Information about the program:

- Teachers must be at least 55 years of age or older on January 31, 2025 and hold a continuing teaching contract;
 - Teachers must submit their notice of retirement by December 13, 2024, with an effective date of January 31, 2025 to Ms. Chantel Axani, Superintendent of Schools;
 - Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund by January 31, 2025 for pensions to commence on February 1, 2025. For additional information please go to the following link: [ATRF Forms & Resources](#);
 - Information and application forms for ASEBP early retirement benefits can be found at the following link: [Guiding You Through Life Events](#). To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 6, 2025. If you have any questions on the application process, please contact our payroll department.
 - A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2025 to June 30, 2025.
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Support Staff:

The voluntary retirement program for support staff who are planning on retiring at the end of this school year is as follows: The program allows support staff to retire on January 31, 2025 and then be offered a temporary contract, from February 1, 2025 to the end of June, 2025. Pension would commence effective February 1, 2025. Beginning in February, 2025 and continuing until the end of June, 2025, retired continuing support staff would receive their earned regular wages, plus their pension.

Information about the program:

- Support staff must be at least 55 years of age or older on January 31, 2025 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 13, 2024, with an effective date of January 31, 2025 to Ms. Chantel Axani, Superintendent of Schools;
- Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan by January 31, 2025 for pensions to commence on February 1, 2025. For access to forms and additional information please go to the following link: [Your Retired Life](#);
- Information and application forms for ASEBP early retirement benefits can be found at the following link: [Guiding You Through Life Events](#). To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 6, 2025. If you have any questions on the application process, please contact our payroll department.
- A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2025 to the end of the school year for your position, or June 30, 2025, whichever comes first.