

FRIDAY, NOVEMBER 3, 2023

VOLUME XXXI
NO. 12

Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Receptionist** – St. Basil Catholic Education Centre
- **Education Assistants** – Catholic Central High School
- **Education Assistants** – Children of St. Martha School
- **Education Assistants** – École St. Mary School
- **Education Assistants** – Father Leonard Van Tighem School
- **Education Assistants** – St. Francis Junior High School
- **Education Assistant** – St. Joseph School (Coaldale)
- **Education Assistant** – St. Patrick Fine Arts School
- **Education Assistant** – St. Patrick School (Taber)
- **Education Assistant** – St. Teresa of Calcutta School
- **First Nations, Métis and Inuit Facilitator** – Lethbridge and Area
- **Speech Language Pathologist** – Division Schools
- **Teacher Blackfoot** – Lethbridge Schools
- **Teacher Blackfoot** – Lethbridge Schools
- **Head Caretaker** – St. Mary School (Taber)
- **Psychologist** – St. Patrick School (Taber)
- **Casual Education Assistants** – Division Schools
- **Relief Caretakers** – 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.

RECEPTIONIST – St. Basil Catholic Education Centre

We are looking to hire a continuous 35.0 hour per week Receptionist (10 month) at St. Basil Catholic Education Centre in Lethbridge. This assignment is to commence as soon as possible. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3625716**.

[View Details](#)

EDUCATION ASSISTANTS – Catholic Central High School

We are looking to hire three temporary 28.0 hour per week Education Assistants at Catholic Central High School in Lethbridge. These assignments are to commence as soon as possible and terminate June 27, 2024. The duration of these positions is dependant on funding. These positions are covered by the CUPE 1825 collective agreement. Please quote **Posting #3622571**.

[View Details](#)

EDUCATION ASSISTANTS – Children of St. Martha School

We are looking to hire two temporary 28.0 hour per week Education Assistants at Children of St. Martha School in Lethbridge. These assignments are to commence as soon as possible and terminate June 27, 2024. The duration of these positions is dependant on funding. These positions are covered by the CUPE 1825 collective agreement. Please quote **Posting #3622581**.

[View Details](#)

EDUCATION ASSISTANTS – École St. Mary School

We are looking to hire two temporary 28.0 hour per week Education Assistants at École St. Mary School in Lethbridge. These assignments are to commence as soon as possible and terminate June 27, 2024. The duration of these positions is dependant on funding. These positions are covered by the CUPE 1825 collective agreement. Please quote **Posting #3622586**.

[View Details](#)

EDUCATION ASSISTANTS – Father Leonard Van Tighem School

We are looking to hire two temporary 28.0 hour per week Education Assistants at Father Leonard Van Tighem School in Lethbridge. These assignments are to commence as soon as possible and terminate June 27, 2024. The duration of these positions is dependant on funding. These positions are covered by the CUPE 1825 collective agreement. Please quote **Posting #3622594**.

[View Details](#)

EDUCATION ASSISTANTS – St. Francis Junior High School

We are looking to hire three temporary 28.0 hour per week Education Assistants at St. Francis Junior High School in Lethbridge. These assignments are to commence as soon as possible and terminate June 27, 2024. The duration of these positions is dependant on funding. These positions are covered by the CUPE 1825 collective agreement. Please quote **Posting #3622599**.

[View Details](#)

EDUCATION ASSISTANT – St. Joseph School (Coaldale)

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Joseph School in Coaldale. This assignment is to commence as soon as possible and terminate June 27, 2024. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3622605**.

[View Details](#)

EDUCATION ASSISTANT – St. Patrick Fine Arts School

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Patrick Fine Arts School. This assignment is to commence as soon as possible and terminate June 27, 2024. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3622610**.

[View Details](#)

EDUCATION ASSISTANT – St. Patrick School (Taber)

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Patrick School in Taber. This assignment is to commence as soon as possible and terminate June 27, 2024. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3622611**.

[View Details](#)

EDUCATION ASSISTANT – St. Teresa of Calcutta School

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence as soon as possible and terminate June 27, 2024. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3622620**.

[View Details](#)

FIRST NATIONS (NIITSITAPI), MÉTIS and INUIT FACILITATOR – Lethbridge and Area

We are looking to hire a temporary 35.0 hours per week First Nations (Niitsitapi), Métis and Inuit Facilitator serving students in Lethbridge, Taber, Coaldale, and Picture Butte. This assignment is to commence as soon as possible and terminate June 28, 2024, with a possibility of extension. This is an out of scope position.

[View Details](#)

SPEECH LANGUAGE PATHOLOGIST – Division Schools

We are looking to hire a temporary 35.0 hour per week Speech Language Pathologist to support schools within our division. The successful candidate will primarily support students identified through Jordan's Principle. This assignment is to commence as soon as possible and terminate June 28, 2024, with possibility of extension. This is an out of scope position.

[View Details](#)

TEACHER – Blackfoot Language

We are looking to hire a temporary full time teacher at Children of St. Martha School and Father Leonard Van Tighem School in Lethbridge. This assignment is to commence as soon as possible and terminate June 30, 2024, with possibility of extension. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – Blackfoot Language

We are looking to hire a temporary full time teacher at École St. Mary School, St. Francis Junior High School, and Catholic Central High School in Lethbridge. This assignment is to commence as soon as possible and terminate June 30, 2024, with possibility of extension. This position is covered by the ATA collective agreement.

[View Details](#)

HEAD CARETAKER – St. Mary School (Taber)

We are looking to hire a continuous 35.0 hour per week Head Caretaker to work at St. Mary School in Taber. This assignment is to commence as soon as possible. This position is covered by the CUPE 290 collective agreement.

[View Details](#)

PYSCHOLOGIST – St. Patrick School (Taber)

We are looking to hire a temporary full time Registered Psychologist to support St. Patrick School in Taber. This assignment is to commence at a mutually agreed time and terminate March 31, 2025. This is an out of scope position.

[View Details](#)

CASUAL EDUCATION ASSISTANTS – Division Schools

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

[View Details](#)

RELIEF CARETAKERS – Division Schools

We are looking to hire Relief Caretakers at our Division schools: City of Lethbridge, Taber, Bow Island, Coaldale, Picture Butte and Pincher Creek. This position is covered by the CUPE 290 collective agreement.

[View Details](#)

SUBSTITUTE TEACHERS – Division Schools

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

[View Details](#)



VOLUNTARY RETIREMENT PROGRAM 2024

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

Teachers:

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, 2024 and then be offered a temporary contract, from February 1, 2024 to the end of June, 2024. Pension would commence effective February 1, 2024. Beginning in February, 2024 and continuing until the end of June, 2024, 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, 2024 and hold a continuing teaching contract;
 - Teachers must submit their notice of retirement by December 15, 2023, with an effective date of January 31, 2024 to Mr. Ken Sampson, 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, 2024 for pensions to commence on February 1, 2024. For additional information please go to the following link: <http://www.atrf.com/teacher/publications>;
 - Information and application forms for ASEBP early retirement benefits can be found at the following link: <https://www.asebp.ca/using-my-plan/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 8, 2024. 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, 2024 to June 30, 2024.
-

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, 2024 and then be offered a temporary contract, from February 1, 2024 to the end of June, 2024. Pension would commence effective February 1, 2024. Beginning in February, 2024 and continuing until the end of June, 2024, 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, 2024 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 15, 2023, with an effective date of January 31, 2024 to Mr. Ken Sampson, 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, 2024 for pensions to commence on February 1, 2024. For access to forms and additional information please go to the following link: <https://www.lapp.ca/page/your-retired-life>;
- Information and application forms for ASEBP early retirement benefits can be found at the following link: <https://www.asebp.ca/using-my-plan/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 8, 2024. 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, 2024 to the end of the school year for your particular position, or June 30, 2024, whichever comes first.