

THURSDAY, MARCH 14, 2024

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# Here in Spirit



## Holy Spirit Catholic Schools Newsletter

### Employment Opportunities at a Glance:

- **Administrative Assistant** – St. Francis Junior High School
- **Early Learning Program Leader** – St. Michael's School (Pincher Creek)
- **Education Assistant** – St. Patrick Fine Arts School
- **Teacher** – St. Francis Junior High School
- **Accounting Technician** – St. Basil Catholic Education Centre
- **Education Assistant** – Division Schools
- **Education Assistant** – St. Joseph School (Coaldale)
- **Education Assistant** – Trinity E-Learning School
- **Head Caretaker** – St. Mary School (Taber)
- **Psychologist** – St. Patrick School (Taber)
- **Teacher** – Trinity E-Learning School
- **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.*

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

We are looking to hire a continuous 35.0 hour per week Administrative Assistant at St. Francis Junior High School in Lethbridge. This assignment is to commence May 1, 2024. Having strong mathematical and/or accounting skills is considered an asset. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3697379**.

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## **EARLY LEARNING PROGRAM LEADER – St. Michael's School (Pincher Creek)**

We are looking to hire a continuous 31.5 hour per week Early Learning Program Leader at St. Michael's School in Pincher Creek. This assignment is to commence August 26, 2024. This position is covered by the CUPE 1825 collective agreement. **Please quote posting #3697447.**

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## **EDUCATION ASSISTANT – St. Patrick Fine Arts School**

We are looking to hire a temporary 29.0 hour per week Education Assistant at St. Patrick Fine Arts School in Lethbridge. This assignment is to commence April 8, 2024 and terminate June 27, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3697450**.

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## **TEACHER – St. Francis Junior High School**

We are looking to hire a temporary full time teacher at St. Francis Junior High School in Lethbridge. This assignment is to commence April 8, 2024 and terminate June 30, 2024. The successful candidate will be teaching Math and Science at the junior high level. Experience with New Media or CTF would be an asset. This position is covered by the ATA collective agreement.

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## **ACCOUNTING TECHNICIAN – St. Basil Catholic Education Centre**

We are looking to hire a temporary 35.0 hour per week Accounting Technician at St. Basil Catholic Education Centre. This assignment is to commence as soon as possible and terminate June 27, 2024, with the possibility of extension. This is an out of scope position. Holy Spirit Catholic School Division offers a competitive salary, flexible work schedule, and excellent benefits package.

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### **EDUCATION ASSISTANT – Division Schools**

We are looking to hire a temporary 20.0 hour per week Education Assistant to serve schools in the Lethbridge community and surrounding area. This assignment is to commence as soon as possible and terminate June 27, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3691295**.

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### **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. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3691295**.

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### **EDUCATION ASSISTANT – Trinity E-Learning School**

We are looking to hire a temporary 28.0 hour per week Education Assistant at Trinity E-Learning 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 #3687797**.

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### **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.

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### **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.

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### **TEACHER – Trinity E-Learning School**

We are looking to hire a temporary 0.6 FTE teacher at Trinity E-Learning School in Lethbridge. This assignment is to commence April 15, 2024 and terminate June 30, 2024. The successful candidate will be teaching grades 10/11 English Language Arts and Social Studies, and some senior high options. This position is covered by the ATA collective agreement.

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### **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.

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### **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.

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