

# Here in Spirit



## Holy Spirit Catholic Schools Newsletter

### Employment Opportunities at a Glance:

- **Library Clerk** – St. Paul and St. Teresa of Calcutta Schools
- **Communications Coordinator** – St. Basil Catholic Education Centre
- **Caretaker** – St. Joseph School
- **Education Assistant** – St. Francis Junior High School
- **Education Assistant** – St. Paul School
- **Speech Language Pathologist** – Division Schools
- **Casual Caretakers** – Division Schools
- **Casual Caretakers** – St. Michael's School (Pincher Creek)
- **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.*

## **LIBRARY CLERK – St. Paul School and St. Teresa of Calcutta School**

We are looking to hire a continuous 30.0 hour per week Library Clerk split between St. Paul School and St. Teresa of Calcutta School in Lethbridge. This assignment is to commence as soon as possible. This position is covered by the CUPE 1825 Support Staff collective agreement. Please quote **Posting #4005129**.

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## **COMMUNICATIONS COORDINATOR – St. Basil Catholic Education Centre**

Holy Spirit Catholic Schools is looking to hire a continuous 35.0 hour per week Communications Coordinator. This assignment is to commence as soon as possible. This is an out of scope position.

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## **CARETAKER – St. Joseph School (Coaldale)**

We are looking to hire a continuous 35.0 hour per week Caretaker with the initial assignment at St. Joseph School in Coaldale. This assignment is to commence as soon as possible. The successful candidate must be able to work weekday afternoons, evenings, and days as assigned. This position is covered by the CUPE 1825 Maintenance and Custodial collective agreement.

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

We are looking to hire a temporary 28.0 hour per week Education Assistant at St. Francis Junior High School in Lethbridge. This assignment is to commence as soon as possible and terminate June 26, 2026. This position is covered by the CUPE 1825 Support Staff collective agreement. Please quote **Posting #4003185**.

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

We are looking to hire a temporary 14.0 hour per week (AM) Education Assistant at St. Paul School in Lethbridge. This assignment is to commence as soon as possible and terminate June 26, 2026. This position is covered by the CUPE 1825 Support Staff collective agreement. Please quote **Posting #4003186**.

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## **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, with the possibility of less hours depending on the availability of the successful candidate. This assignment is to commence April 16, 2026 and terminate April 15, 2027. This is an out of scope position.

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### **CASUAL CARETAKERS – Division Schools**

We are looking to hire Casual Caretakers at our Division schools: City of Lethbridge, Taber, Bow Island, Coaldale, Picture Butte and Pincher Creek. This position is covered by the CUPE 1825 Maintenance and Custodial collective agreement.

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### **CASUAL CARETAKERS – St. Michael's School (Pincher Creek)**

We are looking to hire Casual Caretakers at St. Michael's School in Pincher Creek. This position is covered by the CUPE 1825 Maintenance and Custodial collective agreement.

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### **SUBSTITUTE TEACHER – Division Schools**

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

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