

Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Education Assistant** – St. Teresa of Calcutta School
- **Teacher** – St. Teresa of Calcutta School
- **Head Caretaker** – St. Joseph School (Coaldale)
- **Secretary-Treasurer** – St. Basil Catholic Education Centre
- **Teacher** – St. Francis Junior High School
- **Teacher** – St. Francis Junior High School
- **Casual Caretakers** – Division Schools
- **Casual Education Assistants** – Rural Schools
- **Casual Library Clerks** – 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.

EDUCATION ASSISTANT – St. Teresa of Calcutta School

We are looking to hire a continuous 28.0 hour per week Education Assistant at St. Teresa of Calcutta 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 #3922892**.

[View Details](#)

TEACHER – St. Teresa of Calcutta School

We are looking to hire a temporary full time teacher at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence April 28, 2025 and terminate June 30, 2025. The successful candidate will be teaching Grade 2 homeroom and multi-age Physical Education. This position is covered by the ATA collective agreement.

[View Details](#)

HEAD CARETAKER – St. Joseph School (Coaldale)

We are looking to hire a temporary 40.0 hour per week Head Caretaker to work at St. Joseph School in Coaldale. This assignment is to commence as soon as possible and terminate April 30, 2025. This position is covered by the CUPE 290 collective agreement.

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SECRETARY-TREASURER – St. Basil Catholic Education Centre

The Holy Spirit Catholic School Division is seeking a dedicated and visionary Secretary-Treasurer to help shape the future of our Division. If you are a servant leader who is innovative and collaborative, this is an exciting opportunity to make a meaningful impact on the lives of our students and staff. We are looking for a strategic thinker who leads with compassion and vision, fostering excellence in education and financial stewardship. This position is anticipated to begin on April 1, 2025.

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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 March 19, 2025 and terminate June 30, 2025. The successful candidate will be teaching Grade 8 English Language Arts and Social Studies, Grade 9 Health, and junior high options. This position is covered by the ATA collective agreement.

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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 28, 2025 and terminate June 30, 2025. The successful candidate will be teaching Grade 8 English Language Arts and Social Studies. This position is covered by the ATA collective agreement.

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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 290 collective agreement.

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CASUAL EDUCATION ASSISTANTS – Rural Schools

We are looking to hire Casual Education Assistants to work at our rural schools in Bow Island, Coaldale, Picture Butte, Pincher Creek, and Taber. These positions are covered by the CUPE 1825 collective agreement.

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CASUAL LIBRARY CLERKS – St. Michael's School (Pincher Creek)

We are looking to hire Casual Library Clerks to work at St. Michael's School in Pincher Creek. These positions are covered by the CUPE 1825 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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