

# Here in Spirit



## Holy Spirit Catholic Schools Newsletter

### Employment Opportunities at a Glance:

- **Administrative Support** – Catholic Central High School
- **Casual Labourers (Summer Students)** – Division Schools
- **Education Assistant** – St. Michael's School (Pincher Creek)
- **Teacher** – Catholic Central High School
- **Teacher** – Catholic Central High School
- **Teacher** – Catholic Central High School
- **Education Assistant** – St. Teresa of Calcutta School
- **Payroll and Benefits Specialist** – St. Basil Catholic Education Centre
- **Casual Education Assistants** – Rural 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) – Catholic Central High School**

We are looking to hire a temporary 35.0 hour per week Administrative Support at Catholic Central High School in Lethbridge. This assignment is to commence as soon as possible and terminate June 23, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3932016**.

[View Details](#)

## **CASUAL LABOURERS (SUMMER STUDENTS) – Division Schools**

We are looking to hire 2 temporary Casual Labourers (Summer Students) to support our Division Schools. These assignments are to commence **May 1, 2025 and terminate August 29, 2025**. These positions are covered under the CUPE 290 collective agreement.

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## **EDUCATION ASSISTANT – St. Michael's School (Pincher Creek)**

We are looking to hire a temporary 21.0 hour per week Education Assistant to support elementary students at St. Michael's School in Pincher Creek. This assignment is to commence as soon as possible and terminate June 26, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3932018**.

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## **TEACHER – Catholic Central High School**

We are looking to hire a probationary full time teacher at Catholic Central High School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching French and English Religious Studies, and French as a Second Language. This position is covered by the ATA collective agreement.

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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 August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching Chemistry and Physics. This position is covered by the ATA collective agreement.

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## **TEACHER – Catholic Central High School**

We are looking to hire a probationary full time teacher at Catholic Central High School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching Religious Studies, CTS (business and finance), and Physical Education. This position is covered by the ATA collective agreement.

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### **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 May 30, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3926085**.

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### **PAYROLL AND BENEFITS SPECIALIST – St. Basil Catholic Education Centre**

We are accepting applications for a continuous 35.0 hr per week Payroll and Benefits Specialist at St. Basil Catholic Education Centre in Lethbridge. This assignment is to commence on May 1, 2025. Holy Spirit Catholic School Division serves the communities of Lethbridge, Taber, Bow Island, Coaldale, Picture Butte and Pincher Creek. There are 16 schools in the division (elementary, junior high, and high school). The school division has approximately 675 employees. Holy Spirit Catholic School Division offers a competitive salary, flexible work schedule, and excellent benefits package. This is an out of scope position.

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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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### **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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## **“Share the Mission” Award Call for Nominations!**

Nominations are now welcome for Holy Spirit Catholic School Division’s “Share the Mission Award.” This prestigious award recognizes community members, parents, students, and school staff who have:

- Offered outstanding or long term service for the benefit of our students;
- Accepted demanding challenges and set new standards for the rest of us to follow;
- Contributed, through action and deed, to the Catholic atmosphere of our schools;
- Demonstrated involvement and leadership in community / parish organizations;
- Reflected the Mission Statement of the Holy Spirit Catholic School Division in all actions:

*We are a Catholic faith community, dedicated to providing  
each student entrusted in 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 foundations of all that we do.*

If you know of an individual or group deserving of the “Share the Mission Award,” please fill out the online nomination form by June 6, 2025. Nomination information is accessible on the division’s website or by clicking on the following link:

[Share the Mission Nomination Form](#)