

THURSDAY, APRIL 3, 2025

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Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Caretaker** – St. Teresa of Calcutta School
- **Education Assistant** – École St. Mary School
- **Teacher** – École St. Mary School
- **Education Assistant** – St. Teresa of Calcutta School
- **Payroll and Benefits Specialist** – St. Basil Catholic Education Centre
- **Teacher** – St. Catherine School (Picture Butte)
- **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.

CARETAKER – St. Teresa of Calcutta School

We are looking to hire a continuous 35.0 hour per week Caretaker with the initial assignment at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence April 28, 2025. The successful candidate must be able to work weekday afternoons, evenings, and days as assigned. This position is covered by the CUPE 290 collective agreement.

[View Details](#)

EDUCATION ASSISTANT – École St. Mary School

We are looking to hire a temporary 28.0 hour per week Education Assistant at École St. Mary School in Lethbridge. This assignment is to commence as soon as possible and terminate June 26, 2025. The duration of this position is dependant on funding. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3930286**.

[View Details](#)

TEACHER – École St. Mary School

We are looking to hire a temporary 0.5 FTE teacher at École St. Mary School in Lethbridge. This assignment is to commence May 20, 2025 and terminate June 30, 2025. The successful candidate will be teaching Kindergarten (English). This position is covered by the ATA collective agreement.

[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 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.

[View Details](#)

TEACHER – St. Catherine School (Picture Butte)

We are looking to hire temporary full time teacher at St. Catherine School in Picture Butte. This assignment is to commence May 5, 2025 and terminate June 30, 2025. The successful candidate will be teaching Grade 6 and Junior High Math, Science, and Religion. This position is covered by the ATA collective agreement.

[View Details](#)

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.

[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](#)



“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](#)