

Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Administrative Support** – St. Paul School
- **Communications Coordinator** – St. Basil Catholic Education Centre
- **Education Assistant** – St. Michael's School (Bow Island)
- **Administrative Support** – École St. Mary School
- **Caretaker** – St. Joseph School
- **Caretaker** – St. Patrick Fine Arts School
- **Education Assistant** – École St. Mary School
- **Education Assistant** – St. Teresa of Calcutta School
- **Kindergarten Education Assistant** – École St. Mary School
- **Speech Language Pathologist** – Division Schools
- **Systems Analyst** – St. Basil Catholic Education Centre
- **Casual Caretakers** – Division Schools
- **Casual Caretakers** – St. Michael's School (Pincher Creek)
- **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) – St. Paul School

We are looking to hire a continuous 35.0 hour per week Administrative Support at St. Paul School in Lethbridge. This assignment is to commence as February 2, 2026. This position is covered by the CUPE 1825 Support Staff collective agreement. Please quote **Posting #4001416**.

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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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EDUCATION ASSISTANT – St. Michael's School (Bow Island)

We are looking to hire a continuous 14.0 hour per week Education Assistant at St. Michael's School in Bow Island. This assignment is to commence as soon as possible. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #4001429**.

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ADMINISTRATIVE SUPPORT (Clerk Typist) – École St. Mary School

We are looking to hire a temporary 35.0 hour per week Administrative Support at École St. Mary 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 #3999230**.

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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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CARETAKER – St. Patrick Fine Arts School

We are looking to hire a continuous 20.0 hour per week Caretaker with the initial assignment at St. Patrick Fine Arts School in Lethbridge. 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 – 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 February 13, 2026, with the possibility of extension. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3997482**.

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EDUCATION ASSISTANT – St. Teresa of Calcutta School

We are looking to hire a temporary 28.0 hour per week Education Assistants at St. Teresa of Calcutta 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 collective agreement. Please quote **Posting #3993732**.

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KINDERGARTEN EDUCATION ASSISTANT – École St. Mary School

We are looking to hire a continuous 14.0 hour per week Kindergarten Education Assistant (AM) to work at École St. Mary School. This assignment is to commence as soon as possible and end June 11, 2026. This position is covered by the CUPE 1825 Support Staff collective agreement. Please quote **Posting #3999238**.

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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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SYSTEMS ANALYST – St. Basil Catholic Education Centre

We are looking to hire a continuous 35.0 hour per week Systems Analyst at St. Basil Catholic Education Centre in Lethbridge. This assignment is to commence at a mutually agreed upon date. Reporting to the Director of Technology, the Systems Analyst is responsible for maintaining the security, performance, continuity, and supporting the school division's IT systems and networks. With a strong emphasis on cybersecurity, the Systems Analyst is accountable for providing stable, secure, and scalable IT server and systems infrastructure in which users will access digital resources through multiple hardware devices. As part of a team, the Systems Analyst contributes a wide knowledge base to troubleshoot all layers of technical support including helpdesk. The Systems Analyst delivers results in improving technology efficiencies, benefiting the work of end users. 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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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 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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