

THURSDAY, OCTOBER 30, 2025

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Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Administrative Assistant** – St. Catherine School (Picture Butte)
- **Early Learning Education Assistant** – St. Joseph School (Coaldale)
- **Early Learning Education Assistant** – St. Joseph School (Coaldale)
- **Education Assistant** – École St. Mary School
- **Education Assistant** – St. Teresa of Calcutta School
- **Education Assistant** – St. Teresa of Calcutta School
- **Kindergarten Education Assistant** – St. Joseph School (Coaldale)
- **Career Practitioner** – Division Schools
- **Casual Caretakers** – 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 ASSISTANT – St. Catherine School (Picture Butte)

We are looking to hire a continuous 35.0 hour per week Administrative Assistant (10 month) at St. Catherine School in Picture Butte. This assignment is to commence as soon as possible. Having strong mathematical and/or accounting skills is considered an asset. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3989909**.

[View Details](#)

EARLY LEARNING EDUCATION ASSISTANT – St. Joseph School (Coaldale)

We are looking to hire a continuous 14.0 hour per week (AM) Early Learning Education Assistant to work at St. Joseph School in Coaldale. This assignment is to commence as soon as possible and end June 11, 2026. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3989917**.

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EARLY LEARNING EDUCATION ASSISTANT – St. Joseph School (Coaldale)

We are looking to hire a temporary 14.0 hour per week (PM) Early Learning Education Assistant to work at St. Joseph School in Coaldale. This assignment is to commence as soon as possible and terminate December 19, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3989924**.

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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 June 26, 2026. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3989926**.

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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 #3989931**.

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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 June 26, 2026. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3989940**.

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KINDERGARTEN EDUCATION ASSISTANT – St. Joseph School (Coaldale)

We are looking to hire a temporary 14.0 hour per week Kindergarten Education Assistant (AM) to work at St. Joseph School in Coaldale. This assignment is to commence as soon as possible and terminate December 19, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3989942**.

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CAREER PRACTITIONER – Division Schools

We are looking to hire a continuous 35.0 hour per week Career Practitioner to serve all Holy Spirit High Schools. This assignment is to commence as soon as possible. This is a 12 month position and is covered by the CUPE 1825 collective agreement. Please quote **Posting #3988762**.

[View Details](#)

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. These positions are covered by the CUPE 1825 Maintenance and Custodial collective agreement.

[View Details](#)



VOLUNTARY RETIREMENT PROGRAM 2026

All staff interested in this program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.

Teaching Staff

The voluntary retirement program for teachers who are planning on retiring at the end of this school year is as follows: The program allows teachers to retire on January 31, 2026 and then be offered a temporary contract, from February 1, 2026 to the end of June, 2026. Pension would commence effective February 1, 2026. Beginning in February, 2026 and continuing until the end of June, 2026, retired continuing teachers would receive their regular salary, plus their pension.

Information about the program:

- Teachers must be at least 55 years of age or older on January 31, 2026 and hold a continuing teaching contract;
 - Teachers must submit their notice of retirement by December 13, 2025, with an effective date of January 31, 2026 to Ms. Chantel Axani, Superintendent of Schools;
 - Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund by January 31, 2026 for pensions to commence on February 1, 2026. For additional information please go to the following link:
 - ATRF Forms & Resources;
 - Information and application forms for ASEBP early retirement benefits can be found at the following link: Guiding You Through Life Events. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 5, 2026. If you have any questions on the application process, please contact our payroll department.
 - A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2026 to June 30, 2026.
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Support Staff:

The voluntary retirement program for support staff who are planning on retiring at the end of this school year is as follows: The program allows support staff to retire on January 31, 2026 and then be offered a temporary contract, from February 1, 2026 to the end of June, 2026. Pension would commence effective February 1, 2026. Beginning in February, 2026 and continuing until the end of June, 2026, retired continuing support staff would receive their earned regular wages, plus their pension.

Information about the program:

- Support staff must be at least 55 years of age or older on January 31, 2026 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 13, 2025, with an effective date of January 31, 2026 to Ms. Chantel Axani, Superintendent of Schools;
- Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan by January 31, 2026 for pensions to commence on February 1, 2026. For access to forms and additional information please go to the following link: [Your Retired Life](#);
- Information and application forms for ASEBP early retirement benefits can be found at the following link: [Guiding You Through Life Events](#). To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 5, 2026. If you have any questions on the application process, please contact our payroll department.
- A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2026 to the end of the school year for your position, or June 30, 2026, whichever comes first.