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Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Associate Principal** – St. Teresa of Calcutta School
- **Teacher** – St. Catherine School (Picture Butte)
- **Teacher** – St. Francis Junior High School
- **Teacher** – St. Patrick School (Taber)
- **Teacher** – St. Paul School
- **Teacher** – St. Teresa of Calcutta School
- **Education Assistant** – St. Michael's School (Pincher Creek)
- **Head Caretaker** – Catholic Central High School
- **Teacher** – Catholic Central High School
- **Teacher** – École St. Mary School
- **Teacher** – Trinity Learning Centre
- **Casual Caretakers** – Division 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.

ASSOCIATE PRINCIPAL – St. Teresa of Calcutta School

If you are a passionate Catholic teacher or administrator with an eye toward school-based leadership and desire to work in an innovative school division where children are cherished for who they are, we want you to be part of our leadership team. We invite all applicants for the position of probationary full time Associate Principal at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. This position is covered by the ATA collective agreement.

[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 August 25, 2025 and terminate April 17, 2026. The successful candidate will be teaching Grades 6-9 Science and/or Math. The ability to teach Religion is considered an asset. This position is covered by the ATA collective agreement.

[View Details](#)

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 August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching all subjects in grades 7-9, including CTS Foods. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – St. Patrick School (Taber)

We are looking to hire a probationary full time teacher at St. Patrick School in Taber. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be an elementary generalist teaching grades 2/3. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – St. Paul School

We are looking to hire a probationary full time teacher at St. Paul School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching in a grade 2 classroom. Showing interest in the vibrant extracurricular activities of the school community is an asset. This position is covered by the ATA collective agreement.

[View Details](#)

TEACHER – St. Teresa of Calcutta School

We are looking to hire a probationary full time teacher at St. Teresa of Calcutta School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be an elementary generalist. The ability to teach French would be considered an asset. This position is covered by the ATA collective agreement.

[View Details](#)

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**.

[View Details](#)**HEAD CARETAKER – Catholic Central High School**

We are looking to hire a continuous 40.0 hour per week Head Caretaker to work at Catholic Central High School (East Campus) in Lethbridge. This assignment is to commence as soon as possible. This position is covered by the CUPE 290 collective agreement.

[View Details](#)**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.

[View Details](#)**TEACHER – École St. Mary School**

We are looking to hire a probationary full time teacher at École St. Mary School in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching French Immersion Kindergarten in the morning and supporting French Immersion from grades 1-6 in the afternoon. This position is covered by the ATA collective agreement.

[View Details](#)**TEACHER – Trinity Learning Centre**

We are looking to hire a probationary full time teacher at Trinity Learning Centre in Lethbridge. This assignment is to commence August 25, 2025 and terminate June 30, 2026. The successful candidate will be teaching grades 10-12 English Language Arts and Social Studies, as well as Religious Education 35. This position is covered by the ATA collective agreement.

[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. This position is covered by the CUPE 290 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](#)

Habemus Papam!

With joyful hearts, we welcome our new Holy Father, Pope Leo XIV.

*In his first address, he spoke of being a son of Saint Augustine, a man whose restless heart found peace in God. “God loves us, all of us, evil will not prevail. We are all in the hands of God.”
This is a moment of profound hope and encouragement for us all.*

Please join in praying for our new Holy Father—asking Our Lady, Mother of the Church, to intercede for him and for all of us.

Peace be with you.

CAREER OPPORTUNITY *for*

Catechetics & Discipleship Ministry Coordinator (Full-time)

Catholic Pastoral Centre, Calgary

OVERVIEW

The Catechetics & Discipleship Ministry Coordinator supports the diocesan mission of evangelization, with a focus on catechesis, faith formation, and discipleship. This position leads sacramental preparation efforts, provides training and resources for formation, and supports the ongoing development of parish lay ministers.

RESPONSIBILITIES

- Coordinate the development and implementation of sacramental preparation programs, including Baptism, Reconciliation, Eucharist, Confirmation, and RCIA.
- Support faith formation ministry by researching, recommending, and providing training in family catechesis, adult faith formation, and discipleship initiatives.
- Assist in planning and delivering youth faith formation initiatives, including post- sacrament catechesis, small group formation, and faith-based events.
- Provide guidance on catechetical resources, including printed materials, digital content, and Catholic school religious education resources.
- Coordinate and support the ongoing formation of parish lay ministers through accompaniment, mentorship, workshops, and training focused on spiritual growth, effective ministry, and alignment with the diocesan pastoral renewal mission.
- Serve as a resource, consultant, and liaison to priests, parish ministry leaders, and Catholic schools in the areas of catechesis, youth ministry, adult faith formation, and discipleship.

QUALIFICATIONS

- Bachelor's degree in Catholic Theology, Catechesis, Religious Education, or a related field; Master's degree is preferred.
- Minimum of 3-5 years of experience in ministry, pastoral work, or educational roles.
- Deep commitment to the Church's evangelizing mission.
- Demonstrated ability to collaborate effectively with clergy, staff, and parish leaders.
- Strong skills in program development, training, facilitation, and delivery.
- Proficiency in the use of technology for program management and communication.

HOURS OF WORK

Full time position, 35 hours/week. Monday to Friday. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyy.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **noon on Tuesday, May 20, 2025**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.