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Here in Spirit



Holy Spirit Catholic Schools Newsletter

Employment Opportunities at a Glance:

- **Education Assistant** – St. Teresa of Calcutta School
- **Head Caretaker** – St. Joseph School (Coaldale)
- **Caretaker** – St. Mary and St. Patrick Schools (Taber)
- **Kindergarten Education Assistant** – Our Lady of the Assumption School
- **Teacher** – St. Patrick School (Taber)
- **Casual Caretakers** – Division Schools
- **Casual Education Assistants** – 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.

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 November 1, 2024 and terminate November 29, 2024. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3908253**.

[View Details](#)

HEAD CARETAKER – St. Joseph School (Coaldale)

We are looking to hire a temporary 40.0 hour per week Head Caretaker to work at St. Joseph School in Coaldale. This assignment is to commence as soon as possible and terminate December 31, 2024. This position is covered by our CUPE 290 collective agreement.

[View Details](#)

CARETAKER – St. Mary School (Taber) and St. Patrick School (Taber)

We are looking to hire a continuous 35.0 hour per week Caretaker with the initial assignments at St. Mary School and St. Patrick School in Taber. This assignment is to commence as soon as possible. This position is for a weekday evening shift and is covered by the CUPE 290 collective agreement.

[View Details](#)

KINDERGARTEN EDUCATION ASSISTANT – Our Lady of the Assumption School

We are looking to hire a continuous 14.0 hour per week Kindergarten (AM) Education Assistant at Our Lady of the Assumption School in Lethbridge. This assignment is to commence as soon as possible and end June 12, 2025. This position is covered by the CUPE 1825 collective agreement. Please quote **Posting #3907678**.

[View Details](#)

TEACHER – St. Patrick School (Taber)

We are looking to hire a temporary full time teacher at St. Patrick School in Taber. This assignment is to commence November 28, 2024 and terminate June 30, 2025. The successful candidate will be teaching grades 2/3. 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 our CUPE 290 collective agreement.

[View Details](#)

CASUAL EDUCATION ASSISTANTS – Division Schools

We are looking to hire casual Education Assistants to work at our Division Schools. These positions are covered by our CUPE 1825 collective agreement.

[View Details](#)

SUBSTITUTE TEACHER – 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](#)

VOLUNTARY RETIREMENT PROGRAM 2025

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, 2025 and then be offered a temporary contract, from February 1, 2025 to the end of June, 2025. Pension would commence effective February 1, 2025. Beginning in February, 2025 and continuing until the end of June, 2025, 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, 2025 and hold a continuing teaching contract;
 - Teachers must submit their notice of retirement by December 13, 2024, with an effective date of January 31, 2025 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, 2025 for pensions to commence on February 1, 2025. 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 6, 2025. 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, 2025 to June 30, 2025.
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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, 2025 and then be offered a temporary contract, from February 1, 2025 to the end of June, 2025. Pension would commence effective February 1, 2025. Beginning in February, 2025 and continuing until the end of June, 2025, 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, 2025 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 13, 2024, with an effective date of January 31, 2025 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, 2025 for pensions to commence on February 1, 2025. 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 6, 2025. 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, 2025 to the end of the school year for your position, or June 30, 2025, whichever comes first.