



Catholic Diocese of Evansville  
Catholic Schools Office  
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Web Address: [www.evdio.org](http://www.evdio.org)

**School Name:** **Corpus Christi**

**Contact Name:** **Ms. Andrea Greaney, Principal**

**Contact Phone Number:** **812-422-1208**

**Contact Email:** **[agreaney@evdio.org](mailto:agreaney@evdio.org)**

**Date Posted:** **5/4/2026**

**Date Closed:** **Until Filled**

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**Job Type:** **Non-Certified**

**Employment Type:** **Part-Time**

**Title/Position:** **Technology Coordinator**

**Grade Level/Subject Area:** **PS-8 and Parish**

**Start Date:** **6/1/2026**

**Job Description/Responsibilities:**

**Position Title:** **Instructional Technology & Data Systems Coordinator (Part-Time)**

**Location:** **Corpus Christi School and Parish**

**Reports To:** **Principal / Pastor**

**Position Overview:**

Corpus Christi School and Parish is seeking a detail-oriented and dependable Instructional Technology & Data Systems Coordinator to manage student information systems, instructional technology, and campus-wide tech support. This part-time, year-round position plays a key role in keeping school and parish operations running smoothly through effective data management and technology support.

**Key Responsibilities:**

**Student Information System (PowerSchool):**

- Perform annual end-of-year cleanup and beginning-of-year setup
- Build and manage teacher and student schedules
- Generate and distribute progress reports and report cards
- Complete required reporting, including NCEA reports

**Data Management & State Reporting:**

- Manage data exchange processes and state reporting requirements
- Upload and maintain data templates
- Verify accuracy and integrity of all submitted data
- Support special education reporting, including accommodations and TIDE

**Instructional Programs Support:**

- Complete annual setup of instructional programs
- Set up accounts and access for new students
- Troubleshoot program access and functionality issues

**Student Devices (Chromebooks & iPads):**

- Ensure devices are updated and functioning properly
- Set up and deploy new devices
- Manage annual classroom/device assignments
- Troubleshoot and coordinate repairs
- Serve as primary contact for Google, Apple, and tech support vendors

**Teacher Technology Support:**

- Set up new teacher computers and devices
- Troubleshoot and repair staff technology issues
- Ensure teachers have appropriate and functioning equipment

**School Administrative Technology:**

- Manage and update the school website
- Assist with school social media platforms as needed

**Parish Technology Support:**

- Set up and maintain parish devices
- Manage parish website
- Provide troubleshooting for parish technology needs
- Oversee and maintain campus-wide internet and Wi-Fi systems

**Work Schedule:**

Part-time, year-round position with increased hours during peak times (start/end of school year)

**Qualifications:**

**Experience with student information systems (PowerSchool preferred)**

**Strong organizational skills and attention to detail**

**Ability to manage multiple systems and deadlines**

**Basic knowledge of device management (Chromebooks, iPads, laptops)**

**Familiarity with Google Workspace and Apple environments**

**Strong problem-solving and troubleshooting skills**

**Ability to work independently and communicate effectively with staff**

**Additional Instructions:**

**Please submit non-certified application packet to Ms. Andrea Greaney, Principal, at [agreaney@evdio.org](mailto:agreaney@evdio.org) Application can be found at [www.evdio.org/applicants.html](http://www.evdio.org/applicants.html).**

**Application Instructions:**

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at [cs@evdio.org](mailto:cs@evdio.org).

**Application Packets** can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>