



Catholic Diocese of Evansville
Catholic Schools Office
4200 N. Kentucky Ave • P.O. Box 4169
Evansville, Indiana 47724-0169
Phone: (812) 424-5536 • Fax: (812) 424-0973
Web Address: www.evdio.org

School Name: **Flaget**

Contact Name: **Samantha McClure**

Contact Phone Number: **(812) 882-5460**

Contact Email: **smcclure@evdio.org**

Date Posted: **4/4/2023**

Date Closed: **Until Filled**

Job Type: **Non Certified**

Employment Type: **Part-Time**

Title/Position: **Other**

Grade Level/Subject Area: **Elementary Librarian and First Aid Personnel**

Start Date: **7/31/2023**

Job Description/Responsibilities:

The position of Librarian and First Aid Personnel is responsible for running the school library including checking in and out books, organizing books and supplies, and purchasing new, high interest books for students. The Book Fair is also within the responsibilities of the school librarian. This person is also responsible for tracking and administering student medication, updating immunization records on school and state sites, and administering screenings such as hearing, height, weight, and vision screenings.

The candidate needs to have passion for reading or children's literature and be organized.

Qualifications:

none

Additional Instructions:

Candidates should send their cover letter and resume to Samantha McClure at smcclure@evdio.org.

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 csso@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>