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: 10/19/2026

Date Closed: Until filled

Job Type: Non-Certified

Employment Type: Part-Time

Title/Position: Other

Grade Level/Subject Area: PK-5

Start Date: 11/9/2026

Job Description/Responsibilities:

Do you love working with children, encouraging a love of reading, and making a difference in students' lives? We're looking for a caring and dependable person to join our school team as a Part-Time School Librarian & First Aid Provider!

This is a part-time position working 1–3 days per week from 7:45 a.m. to 3:00 p.m. This position is perfect for someone who loves working with children, promoting a love of reading, and helping students feel safe and cared for throughout the school day! Responsibilities include serving as the school librarian and providing first aid and general student support.

School Librarian Responsibilities May Include:

- **Organizing and maintaining the school library and its collection of books and resources.**
- **Helping students select books and encouraging a love of reading.**
- **Checking books in and out and maintaining accurate library records.**
- **Assisting teachers and students with locating books and other learning resources.**
- **Reading aloud to students and supporting library activities.**
- **Keeping the library organized, welcoming, and engaging for students.**

First Aid and Student Support Responsibilities May Include:

- **Providing care for students who are sick or injured during the school day.**
- **Administering medications in accordance with school policies and established procedures.**
- **Communicating with parents or guardians regarding student illnesses, injuries, and other health concerns as appropriate.**
- **Maintaining student health records, medication logs, and first aid supplies as needed.**
- **Monitoring students who visit the office due to illness or injury and determining when additional assistance is needed.**

Providing front office support when the school secretary is busy or absent, including answering phones, greeting visitors, assisting families, and helping with general office tasks.
We are looking for someone who is caring, dependable, organized, and comfortable working with children of all ages. The ideal candidate is flexible, communicates well with students and adults, and enjoys being part of a supportive school community.

Qualifications:
Previous experience working with students is preferred. Love for reading and working with kids is required.

Additional Instructions:
Email cover letter and resume to Principal 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 **cso@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**