



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](http://www.evdio.org)

**School Name:** [Flaget](#)

**Contact Name:** [Samantha McClure](#)

**Contact Phone Number:** [812-882-5460](#)

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

**Date Posted:** [4/2/2024](#)

**Date Closed:** [5/10/2024](#)

---

**Job Type:** [Non Certified](#)

**Employment Type:** [Full-Time](#)

**Title/Position:** [Secretary](#)

**Grade Level/Subject Area:**

**Start Date:** [7/22/2024](#)

**Job Description/Responsibilities:**

[The school secretary serves as a vital administrative support role within the educational institution. This position is responsible for managing various administrative tasks essential for the smooth operation of the school's daily activities. The school secretary acts as a liaison between students, parents, teachers, and administrative staff, ensuring effective communication and coordination.](#)

- [1. Administrative Support](#)
- [2. Student Services](#)
- [3. Financial Management](#)
- [4. Communication and Coordination](#)
- [5. Technology and Office Management](#)

**Qualifications:**

[Associate degree/High School graduate, Experience in office administration or related field is preferred.](#)

**Additional Instructions:**

[Submit a letter of interest, resume, and references to Principal Samantha McClure via email at \[smcclure@evdio.org\]\(mailto:smcclure@evdio.org\).](#)

**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](mailto: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>