



Catholic Diocese of Evansville
Catholic Schools Office
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School Name: [Holy Redeemer](#)

Contact Name: [Jessica Zavala](#)

Contact Phone Number: [812-422-3688](#)

Contact Email: jzavala@evdio.org

Date Posted: [6/2/2026](#)

Date Closed: [7/1/2026](#)

Job Type: [Teacher](#)

Employment Type: [Full-Time](#)

Title/Position: [Other](#)

Grade Level/Subject Area: [Administrative Support](#)

Start Date: [8/3/2026](#)

Job Description/Responsibilities:

[Holy Redeemer Catholic School is seeking a split-role teacher with a primary emphasis on providing administrative support to strengthen school operations and leadership capacity. In this role, the individual will assist with daily administrative tasks, help coordinate communication and procedures, and support the leadership team in ensuring efficient and consistent school-wide operations. In addition to these administrative responsibilities, the position includes part-time middle school Health instruction. This dual role is designed to enhance continuity between classroom needs and administrative functions while improving overall organizational effectiveness and support for staff and students.](#)

Responsibilities:

[Assist with attendance, discipline, and student supervision or other assigned duties given by administration.](#)

[Coordinate staff communication and support daily school operations.](#)

[Support instructional oversight and technology coordination.](#)

[Teach faith-based Health lessons to middle school students.](#)

Qualifications:

[Teacher must hold or be eligible to hold an Indiana Teaching License and be working to obtain an Indiana Administration License](#)

Additional Instructions:

Please email a letter of interest and completed application packet to Jessica Zavala at jzavala@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 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>