

| Date Posted | Date Closed | Start Date: |
|-------------|-------------|-------------|
| 6/2/2026 | 7/1/2026 | 8/3/2026 |
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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 | Additional Instructions | | |
|---|--|--|-----|
| Teacher must hold or be eligible to hold an Indiana Teaching License and be working to obtain an Indiana Administration License | Please email a letter of interest and completed application packet to Jessica Zavala at jzavala@evdio.org | jzavala@evdio.org | Yes |
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