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: **Annunciation at Holy Spirit**

Contact Name: **Stephaine Sharber**

Contact Phone Number: **812-477-9082**

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

Date Posted: **9/16/2026**

Date Closed: **Until Filled**

Job Type: **Non-Certified**

Employment Type: **Part-Time**

Title/Position: **Instructional Assistant**

Grade Level/Subject Area: **K-8**

Start Date: **9/16/2026**

Job Description/Responsibilities:
Annunciation Catholic School at Holy Spirit is seeking a dedicated and compassionate Instructional Assistant to support our students in fostering a structured, engaging, and faith-filled environment. This role focuses on working alongside teachers to support daily instruction, providing small group and individualized academic support, and reinforcing key skills and concepts to help all students succeed. The Instructional Assistant will assist with lesson preparation, classroom organization, and maintaining a positive learning environment, while also supporting routines, transitions, and student engagement. Additional responsibilities include collaborating with teachers to meet diverse learning needs, supervising students as needed, and modeling Christ-centered values through daily interactions.

Qualifications:
High school diploma required; associate's or bachelor's degree in education or a related field preferred. Additional screening upon hire is required, including Safe Environment training and a comprehensive background check.

Additional Instructions:
Please send a resume and a cover letter to Stephaine Sharber at ssharber@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**