



Catholic Diocese of Evansville
Catholic Schools Office
4200 N. Kentucky Ave • P.O. Box 4169
Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: [Holy Trinity](#)

Contact Name: [Jenna Seng](#)

Contact Phone Number: [812-556-1061](#)

Contact Email: jseng@evdio.org

Date Posted: [4/14/2025](#)

Date Closed: [7/25/2025](#)

Job Type: [Non-Certified](#)

Employment Type: [Part Time](#)

Title/Position: [Teacher Assistant](#)

Grade Level/Subject Area: [Prekindergarten](#)

Start Date: [4/28/2025](#)

Job Description/Responsibilities:

[Holy Trinity Catholic School is seeking a part-time Prekindergarten Teaching Assistant. The assistant will be responsible for assisting the classroom teacher and supervising lunch and recess for prekindergarten aged students. Hours are 8:00am-2:45pm Monday-Friday while school is in session. Pay will be discussed with candidates during the interview process. Interested candidates should send a cover letter and resume to Jenna Seng at \[jseng@evdio.org\]\(mailto:jseng@evdio.org\).](#)

Qualifications:

[Interested candidates should be willing to work with students aged 4-5 years old in a faith-filled environment.](#)

Additional Instructions:

[Interested candidates should send a cover letter and resume to Jenna Seng at \[jseng@evdio.org\]\(mailto:jseng@evdio.org\).](#)

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.

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>