



Catholic Diocese of Evansville
Catholic Schools Office
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School Name: [Mater Dei](#)

Contact Name: [Jane Scheu](#)

Contact Phone Number: [812-426-2258](#)

Contact Email: jscheu@evdio.org

Date Posted: [3/20/2026](#)

Date Closed: [7/20/2026](#)

Job Type: [Non-Certified](#)

Employment Type: [Full-Time](#)

Title/Position: [Counselor](#)

Grade Level/Subject Area: [9/12/2026](#)

Start Date: [7/20/2026](#)

Job Description/Responsibilities:

[We are seeking a dedicated and enthusiastic full-time high school counselor to join our team. The ideal candidate demonstrates excellent communication skills, an understanding of diverse learning styles, and a commitment to supporting students in their academic, personal, and spiritual growth. The School Counselor will provide guidance and support to students while helping them discern their strengths, goals, and future pathways in alignment with their college, career, and vocation.](#)

Responsibilities:

- [-Conduct individual and small-group counseling sessions to support students with academic, social-emotional, and personal concerns.](#)
- [-Support students in reviewing and refining their academic plans while providing guidance in college, career, and vocational exploration.](#)
- [-Guide students through key milestones, including course selection, monitoring progress toward graduation requirements, preparation for standardized testing \(PSAT/SAT/ACT\), and early college and career planning.](#)
- [-Conduct grade-level meetings or classroom guidance sessions on topics such as academic planning, career exploration, college readiness, and decision-making.](#)
- [-Collaborate with teachers, parents, and administrators to support students' academic success and overall well-being.](#)
- [-Collaborate with the Work-Based Learning Specialist to support internships, career exploration, and pathway opportunities for students.](#)
- [-Assist with administering and interpreting assessments that help students understand their strengths, interests, and future opportunities.](#)
- [-Attend annual case conferences \(ACC\) and collaborate in supporting students with identified learning needs.](#)

- Maintain accurate and confidential records of student interactions, academic progress, and counseling services.
- Coordinate EVSC Innovative Program opportunities by planning the annual SICTC visit, arranging student school-day visits, managing acceptances, updating schedules, and communicating with families.
- Work closely with the counseling team to coordinate counseling programs, student orientation, testing, curriculum support, record keeping, and other student services.

Qualifications:

- Minimum five years of experience in teaching or counseling in a high school setting preferred.
- Master's degree in school counseling or a related field preferred.
- Must hold a valid Indiana teaching license and hold or be eligible to obtain an Indiana School Counseling certification.
- Previous experience in school counseling or a related student support role preferred.
- Strong communication, organizational, and interpersonal skills.
- Ability to work collaboratively with faculty, administration, and families in a team-oriented environment.
- Demonstrates empathy and a strong understanding of adolescent development.
- Attention to detail with the ability to meet commitments and ensure timely follow-up.
- Commitment to supporting the mission and values of Catholic education.

Additional Instructions:

To apply, please send a cover letter, resume, professional references to: jscheu@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>