



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: [4/13/2026](#)

Date Closed: [7/30/2026](#)

Job Type: [Teacher](#)

Employment Type: [Full-Time](#)

Title/Position: [Special Education Coordinator/Teacher](#)

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

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

Job Description/Responsibilities:

Summary:

[Mater Dei High School is seeking a dedicated and compassionate Special Education Coordinator/Teacher to support students in the Resource Room and help ensure they receive the accommodations, instruction, and advocacy necessary for academic success. This position combines instructional responsibilities with coordination of special education services, focusing on organization, communication, and compliance. The ideal candidate will be committed to building a Christ-centered, student-focused learning environment.](#)

Responsibilities:

Special Education Coordination

- [Coordinate Resource Room services by organizing systems, managing documentation, and ensuring that accommodations and support plans are clearly communicated and implemented.](#)
- [Plan and support smooth transitions for incoming students with learning plans or identified needs.](#)
- [Prepare, schedule, and arrange yearly ACR meetings in collaboration with families and school staff.](#)
- [Communicate with teachers to clarify accommodations, share relevant student information, and support the implementation of learning plans.](#)
- [Collaborate with families, counselors, and administrators to monitor student progress and update documentation as needed.](#)

Teaching Responsibilities

- [Provide direct instruction to students individually or in small groups within the Resource Room, which may also include pushing into classrooms to support students in the general education setting.](#)

- Design and deliver differentiated instruction that supports skill development in reading, writing, math, and organization.
- Support students in developing self-advocacy skills and understanding their learning needs.
- Create a supportive, structured environment that fosters confidence, growth, and academic success

Qualifications:

Qualifications and Skills:

- A valid Special Education teaching license is required.
- Experience working with students who have identified learning needs or IEP/504 plans is strongly preferred.
- Strong organizational skills, attention to detail, and ability to maintain confidential information.
- Excellent communication and collaboration skills.

Other Competencies:

Able to relate well with others, dependable, accurate, attention-to-detail, self-motivated, polite and tactful with the ability to advocate for students.

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville and submit to a background check.

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>