



Catholic Diocese of Evansville
Catholic Schools Office
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Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: [Reitz Memorial](#)

Contact Name: [Aaron Schmitt](#)

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Date Posted: [5/21/2025](#)

Date Closed: [7/1/2025](#)

Job Type: [Teacher](#)

Employment Type: [Full-Time](#)

Title/Position: [Teacher](#)

Grade Level/Subject Area: [Business and Information Technology Teacher](#)

Start Date: [8/1/2025](#)

Job Description/Responsibilities:

- [Ensure students achieve required learning outcomes in the subject of Business and Information Technology by instructing in a clear, concise, and engaging way, and regularly preparing lesson plans that incorporate the curriculum.](#)
- [Incorporate the school's objectives into your curriculum by remaining up to date with mission and initiatives](#)
- [Attend staff development opportunities to improve your skills and receive help and feedback from colleagues](#)
- [Regularly communicate with parents and legal guardians regarding child's performance, track and record student progress and keep records up to date for progress reports and report card conferences](#)
- [Review curriculum needs and execute plans for improvement, and provide tutoring and additional support](#)
- [Act as a role model by making your students feel motivated while maintaining an approachable personality](#)
- [Be willing to attend some school events to better understand student interest and personalities outside of the regular classroom, build strong relationships with your students and aid in the strengthening of their self-confidence while inspiring them to achieve high goals](#)
- [Perform other duties and tasks as assigned](#)

Qualifications:

Required Skills:

- [Expertise or experience in the field of Business, Marketing, or Finance](#)
- [Experience teaching in a classroom environment](#)

- Ability to communicate effectively with all staff and colleagues
- Flexibility and high adaptation skills to work successfully in an unpredictable school setting
- Organization and communication skills

Education Requirements:

- Bachelor's degree from an accredited college or university in education or related field
- Must hold or be eligible to obtain a valid Indiana Teaching License
- Must hold or be willing to obtain dual credit certification status, either with Advanced Placement or with 18 hours of Master's level coursework in their content field.

Additional Instructions:

Full job description can be found here:

https://docs.google.com/document/d/1_3NoSlb9krtgzWJtIXkptjOsLEmkF5qM/edit?usp=sharing&ouid=101140847370564263687&rtpof=true&sd=true

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>