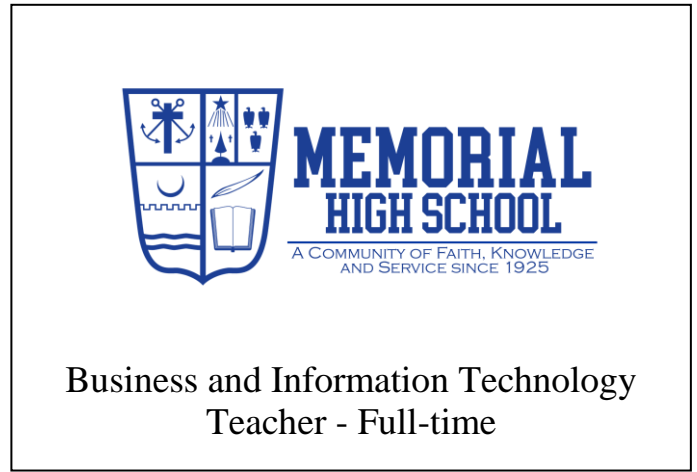


Job Title:	Business and Information Technology Teacher
Location:	Reitz Memorial High School
Reports To:	Principal
FLSA Status:	Exempt – Full-time
Last Revised:	11/5/2024



OUR CORE VALUES

Trust in God’s Providence, Educating Hearts and Minds, Integrity, Excellence, Zeal, Service, Self-Discipline, Family

OUR MISSION

Memorial High School calls each student to be more like Christ through the formation of the whole person while instilling a love for lifelong learning, service to others, & our rich traditions.

OUR SCHOOL

Reitz Memorial is a comprehensive school including grades 9 through 12. It is an inter-parochial Catholic High School operating under the auspices of the Roman Catholic Diocese of Evansville. It exists to inspire and educate students to their highest potential. We combine academic excellence and a wide range of extracurricular activities in a supportive, family-like, Christ-centered, Catholic environment. All students are empowered to grow academically and spiritually, placing value on ethical and social responsibility. Our current students, recent graduates, and 10,000+ alumni demonstrate how a Reitz Memorial education prepares our students for success in college and in life.

Summary:

Reitz Memorial High School is accepting applications for a full-time Business and Information Technology Teacher position for the 2025-2026 academic year. The ideal candidate will be able to teach course in Information Technology, Information Technology Operations, or Cybersecurity, or be willing to be licensed in those content areas. Applicants must hold or be eligible to obtain a valid Indiana Teaching License. Applicants 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.

Essential Job Functions:

- 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

Required Skills:

- Expertise or experience in the field of Information Technology, IT Operations, or Cybersecurity
- 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.

Application Packet can be downloaded from the Diocese of Evansville website.

Certified Teacher Application: <https://www.evdio.org/certified-employee-application-instructions.html>

Please submit your letter of interest and resume to Mr. Aaron Schmitt at aaronschmitt@evdio.org. A complete application packet must be on file with the Catholic Schools Office prior to any offer of employment.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

