



Catholic Diocese of Evansville  
Catholic Schools Office  
4200 N. Kentucky Ave • P.O. Box 4169  
Evansville, Indiana 47724-0169  
Phone: (812) 424-5536 • Fax: (812) 424-0973  
Web Address: [www.evdio.org](http://www.evdio.org)

**School Name:** Rivet

**Contact Name:** Joe Maione

**Contact Phone Number:** (812) 882-6215

**Contact Email:** [jmaione@rivetchs.org](mailto:jmaione@rivetchs.org)

**Date Posted:** 3/20/2026

**Date Closed:** 4/17/2026

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**Job Type:** Non-Certified

**Employment Type:** Full-Time

**Title/Position:** Other

**Grade Level/Subject Area:** 6/12/2026

**Start Date:** 7/1/2026

**Job Description/Responsibilities:**

**Rivet Middle/High School Athletic Director/Transportation/Assistant Dean of Students**  
Promotes the academic and educational success of all athletes by managing programs focused on athletic development, character development, spiritual development, and academic leadership. Assumes responsibility for the athletic program, including supervision of coaches, distribution and collection of athletic equipment, maintenance of athletic facilities, scheduling of games and practices, hiring of officials, making game arrangements, and supervision of all home middle and high school athletic events. Works collaboratively with the school administration, evaluates head coaches, participates in the hiring of coaches, possesses strong human relations and communication skills, demonstrates strong organizational and managerial skills, and demonstrates knowledge of Diocese of Evansville policies, Vincennes Catholic School policies, the athletic handbook (to be created/updated), and IHSAA bylaws and processes. Other duties include managing and scheduling transportation, assisting the Dean of Students, and possible other duties assigned by the building principal.

**Qualifications:**

**Job Requirements:**

Bachelor's degree in education, Sports Administration, or related field required; master's degree preferred.

Valid Indiana Building Level Administrator license (or willing to work toward) is highly preferred.

**Desired Requirements:**

Minimum - successful teaching and/or coaching experience.

Proven experience managing school athletic budgets and ECA funds. Demonstrated success in fundraising, sponsorship negotiation, or community engagement.

**Construction/Renovation Experience:** Experience with athletic facility construction, renovation projects, or capital improvement planning is highly preferred as we are finishing a tennis court project and the renovation of the gymnasium

**Additional Instructions:**

Please send resume and a list of references to Joe Maione, Principal - email: [jmaione@evdio.org](mailto:jmaione@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](mailto: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>