



Catholic Diocese of Evansville
Catholic Schools Office
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School Name: [Reitz Memorial](#)

Contact Name: [Aaron Schmitt](#)

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Date Posted: [4/7/2026](#)

Date Closed: [7/31/2026](#)

Job Type: [Teacher](#)

Employment Type: [Part-Time](#)

Title/Position: [Teacher](#)

Grade Level/Subject Area: [Fine Arts - Choir Director / Music Teacher](#)

Start Date: [7/27/2026](#)

Job Description/Responsibilities:

Essential Job Functions:

- **Ensure students achieve learning outcomes in the subject of Music Education 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**
- **Attend 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 and Preferred Skills:

- **Expertise in the field of Music Education**
- **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
- Experience in planning Mass music
- Experience in Musical Theatre preferred

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 eligible to obtain a Bachelor's Degree in Music Education
- Willingness to obtain dual credit certification status, either through AP or 18 hours of Master's level coursework in their content field, is expected.

Additional Instructions:

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.

NEW FOR 2026 – 2027 School Year:

Beginning with the 2026-2027 School Year, Reitz Memorial will move to a four-and-a-half-day academic school week. Classes Monday-Thursday will run from 7:30AM – 2:50PM, with five classes and LINK (previously our homeroom period) each day. Classes are 70 minutes, and LINK is 35 minutes. Teachers have four classes and one plan each day.

Fridays will be shortened, with school beginning at 7:30AM and ending at 11:40AM. All five classes will be 35 minutes in length, with a 50-minute homeroom. This is the first year of our shift to move towards a formational experience on Fridays, with this being year 0. Each subsequent year we will build out formational experiences for our students and staff on specific Fridays, to support their wholistic formation.

Summary:

Reitz Memorial High School is accepting applications for a part-time Music Education position for the 2026 -2027 academic year. The ideal candidate will be able to teach all levels of Music Education.

Applicants must hold or be eligible to obtain a Bachelor's degree in Music Education, or be willing to complete the Transition to Teach Program. This position will be teaching choir class and instrumental music (ex: guitar, piano, percussion, etc...).

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.

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>