



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

School Name: [Reitz Memorial](#)

Contact Name: [Aaron Schmitt](#)

Contact Phone Number: [812 760 8921](#)

Contact Email: aaronschmitt@evdio.org

Date Posted: [1/27/2026](#)

Date Closed: [2/25/2026](#)

Job Type: [Teacher](#)

Employment Type: [Part-Time](#)

Title/Position: [Teacher](#)

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

Start Date: [2/27/2026](#)

Job Description/Responsibilities:

[Reitz Memorial High School is accepting applications for a full-time, long-term substitute teaching position for the remainder of the 2025-2026 academic year. The ideal candidate will be able to teach Physical Education & Health Education Courses. Applicants must hold or be eligible to obtain a valid Indiana Teaching License or Substitute License.](#)

Essential Job Functions:

- [Ensure students achieve required learning outcomes in the subject of Physical 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 Skills:

- 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 or Substitute

Additional Instructions:

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>