



Catholic Diocese of Evansville  
Catholic Schools Office  
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Web Address: [www.evdio.org](http://www.evdio.org)

**School Name:** [Reitz Memorial](#)

**Contact Name:** [Aaron Schmitt and Chad Dockery](#)

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**Date Posted:** [4/27/2026](#)

**Date Closed:** [Until Filled](#)

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**Job Type:** [Non-Certified](#)

**Employment Type:** [Part-Time](#)

**Title/Position:** [Coach](#)

**Grade Level/Subject Area:** [Boys Tennis - Head Coach](#)

**Start Date:** [4/27/2026](#)

**Job Description/Responsibilities:**

- [Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.](#)
- [Upholds policies of Reitz Memorial High School \(RMHS\) and follows administrative procedures.](#)
- [Promotes a professional image of RMHS. Encourages community partnerships that enhance school programs.](#)
- [Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.](#)
- [Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.](#)
- [Attends all mandatory programs \(e.g. rules interpretation, safety clinics, etc\) ▪ Monitors innovations, evaluates activities and recommends program improvements ▪ Coordinates the development of off-season activities \(e.g. summer training, clinics, open facilities, etc\)](#)
- [Helps parents and students understand program objectives. Explains student responsibilities.](#)
- [Encourages student involvement in program activities. Verifies medical/scholastic eligibility.](#)
- [Promotes academic success as an important priority for all students.](#)
- [Organizes team tryouts. Maintains the integrity of the selection process. ▪ Organizes and supervises practice sessions. Coordinates activities with the school calendar.](#)
- [Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.](#)
- [Helps assign and track equipment issued to staff and students.](#)
- [Helps supervise the preparation of athletic fields and practice/training areas as directed. ▪ Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level. ▪ Ensures that all required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.](#)
- [Evaluates individual/team performance. Prepares statistics. develops/refines game strategies.](#)

- Recruits, trains, and supervises student managers, trainers, and scouts. ▪ Helps the athletic director secure personnel for home games when requested . ▪ Uphold the student conduct code. Models behavior that demonstrates respect for rules, officials, and opponents.
- Arranges transportation and accompanies the team to sanctioned athletic events. Obtains permission to be away when duties conflict with other assigned duties. ▪ Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Supervises approved fund-raising projects. Works with the athletic director to ensure that all financial activities are processed through the RMHS Business Office.
- Supervises collection, verification, and recording of program information as directed. ▪ Participates in staff meetings, conferences, and other required school activities ▪ Respects personal privacy. Maintains the confidentiality of privileged information. ▪ Reports suspected child abuse and/or neglect to civil authorities, athletic director, principal and president as required by law.
- Performs other specific job-related duties as directed

#### **Qualifications:**

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.
- Previous head coaching experience preferred
- Demonstrated leadership skills
- Demonstrated administrative skills
- Clean background check
- Safe Environment Training (provided by RMHS)

#### **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>