



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:** [St. John](#)

**Contact Name:** [Katie Hubiak](#)

**Contact Phone Number:** [812-454-5378](#)

**Contact Email:** [khubiak@evdio.org](mailto:khubiak@evdio.org)

**Date Posted:** [4/14/2026](#)

**Date Closed:** [5/1/2026](#)

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**Job Type:** [Teacher](#)

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

**Title/Position:** [Assistant Principal](#)

**Grade Level/Subject Area:** [PS-8](#)

**Start Date:** [6/5/2026](#)

**Job Description/Responsibilities:**

[The Assistant Principal supports the Principal in the overall administration of the school, helping to ensure a faith-filled, positive, safe and academically focused learning environment. This role includes leadership in curriculum implementation, student discipline, staff support, and daily school operations.](#)

[Responsibilities may include but are not limited to:](#)

- [~Support the implementation of curriculum, instruction, and assessment practices](#)
- [~Conduct classroom observations and provide feedback to teachers](#)
- [~Support professional development initiatives](#)
- [~Assist with daily school operations, including scheduling and supervision](#)
- [~Coordinate school events, testing, and programs](#)
- [~Ensure school policies and procedures are followed](#)
- [~Manage student behavior and enforce school rules consistently](#)
- [~Support a positive school climate and culture](#)
- [~Work with counselors, teachers, and families to address student needs](#)
- [~Support teacher growth through coaching and collaboration](#)
- [~Help coordinate staff meetings and communication](#)
- [~Communicate effectively with parents and guardians](#)
- [~Represent the school in meetings and community events](#)
- [~Support working at athletic events](#)

**Qualifications:**

[Preferred education experiences](#)

- [~Master's degree in Educational Leadership or related field](#)
- [~Valid state administrative license/certification](#)

- ~Minimum of 3–5 years of teaching experience
- ~Previous leadership experience preferred
- ~Active faith life
- ~Knowledge and experience with Catholic beliefs and values

**Additional Instructions:**

If you have any questions or comments please feel free to reach to Katie Hubiak at [khubiak@evdio.org](mailto:khubiak@evdio.org) or the front office at 812-490-2000.

**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>