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: **St. John**

Contact Name: **Katie Hubiak**

Contact Phone Number: **8124902000**

Contact Email: **khubiak@evdio.org**

Date Posted: **6/4/2026**

Date Closed: **8/6/2026**

Job Type: **Non-Certified**

Employment Type: **Part-Time**

Title/Position: **Teacher Assistant**

Grade Level/Subject Area: **Preschool/Pre K**

Start Date: **7/31/2026**

Job Description/Responsibilities:

Afternoon Enrichment classroom assistant
The Preschool and Pre-K Enrichment Classroom Assistant supports the classroom teacher in creating a safe, nurturing, and engaging learning environment for young children. This position assists with instructional activities, student supervision indoor and outdoors, classroom organization, and enrichment experiences that promote social, emotional, physical, spiritual, and academic growth.

Qualifications:

High school diploma or equivalent required
Experience working with preschool or early childhood-aged children preferred.
Ability to work collaboratively with teachers, staff, students, and families.
Strong communication, organizational, and interpersonal skills.
Demonstrated patience, flexibility, and enthusiasm for working with young children.
Ability to meet all diocesan and state requirements for working with children.

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 **cso@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**