



Catholic Diocese of Evansville
Catholic Schools Office
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Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: [St. Bernard](#)

Contact Name: [Mr. Ryan Nowak](#)

Contact Phone Number: [812-649-2501](#)

Contact Email: rnowak@evdio.org

Date Posted: [4/9/2026](#)

Date Closed: [4/24/2026](#)

Job Type: [Non-Certified](#)

Employment Type: [Part-Time](#)

Title/Position: [Instructional Assistant](#)

Grade Level/Subject Area: [Preschool-5th grade](#)

Start Date: [8/3/2026](#)

Job Description/Responsibilities:

[Saint Bernard Catholic School is seeking a dedicated and compassionate Instructional Assistant to support our Early Learning Den and elementary classrooms in fostering a structured, engaging, and faith-filled environment. This role focuses on working alongside teachers to support daily instruction, providing small group and individualized academic support, and reinforcing key skills and concepts to help all students succeed. The Instructional Assistant will assist with lesson preparation, classroom organization, and maintaining a positive learning environment, while also supporting routines, transitions, and student engagement. Additional responsibilities include collaborating with teachers to meet diverse learning needs, supervising students as needed, and modeling Christ-centered values through daily interactions.](#)

Qualifications:

[High school diploma required; associate's or bachelor's degree in education or a related field preferred. Additional screening upon hire is required, including Safe Environment training, a comprehensive background check, and fingerprinting in accordance with licensing requirements.](#)

Additional Instructions:

[If you are interested in applying for this position, please email \[rnowak@evdio.org\]\(mailto:rnowak@evdio.org\)](#)

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>