



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. Matthew](#)

**Contact Name:** [Heidi Martin](#)

**Contact Phone Number:** [812-838-1995](#)

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

**Date Posted:** [5/4/2023](#)

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

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

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

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

**Grade Level/Subject Area:** [PreSchool/PreK](#)

**Start Date:** [8/1/2023](#)

**Job Description/Responsibilities:**

[St. Matthew Child Care Ministry in Mt. Vernon, Indiana](#) is seeking a candidate who is energetic, dedicated, loves working with preschool children, and is a team player. The candidate will collaborate with the morning and afternoon teacher to teach lessons a couple of afternoons a week. The alternating afternoons, the candidate will assist the teacher on staff. St. Matthew Child Care Ministry utilizes the T.E.A.C.H. Early Childhood Indiana <https://inaeyc.org/programs/teach/>, to support our staff to pursue Early Childhood Licensure. Early Childhood Licensure ensures a pay raise and long term employment opportunities. Candidates must have a high school diploma and experience working with children is preferred. Please, email Heidi Martin, [hmartin@evdio.org](mailto:hmartin@evdio.org) or call the Child Care Center at (812) 838-3621.

**Qualifications:**

[Early Childhood Licensure](#)

**Additional Instructions:**

**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>