School Name: **St. Matthew**
Contact Name: **Heidi Martin**
Contact Phone Number: **812-838-1995**
Contact Email: **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 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 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](http://www.evdio.org/certified-employee-application-instructions.html)