



Catholic Diocese of Evansville
Catholic Schools Office
4200 N. Kentucky Ave • P.O. Box 4169
Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: St. Philip

Contact Name: Kellie Kelsey

Contact Phone Number: 812-985-2447

Contact Email: kkelsey@evdio.org

Date Posted: 3/4/2026

Date Closed: 7/31/2026

Job Type: Non-Certified

Employment Type: Part-Time

Title/Position: Teacher Assistant

Grade Level/Subject Area: Kindergarten

Start Date: 8/1/2026

Job Description/Responsibilities:

St. Philip Catholic School is seeking a caring, dependable, and faith-filled Part-Time Kindergarten Assistant to support our kindergarten classroom. This individual will work closely with the lead teacher to create a structured, nurturing, and engaging learning environment where students grow spiritually, academically, socially, and emotionally.

Responsibilities include:

Assisting with daily classroom instruction and activities

Supporting students in small groups and individual learning tasks

Reinforcing classroom routines and positive behavior expectations

Helping prepare instructional materials and maintain classroom organization

Supervising students during transitions, recess, lunch, arrival, and/or dismissal

Schedule is Monday-Friday (flexible on hours)

Qualifications:

Experience working with young children preferred

Patient, flexible, and collaborative

Strong communication and interpersonal skills

Additional Instructions:

Send letter of interest and resume to Principal Kellie Kelsey (kkelsey@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 cs@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>