



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. 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: **Preschool**

Start Date: **8/1/2026**

Job Description/Responsibilities:

St. Philip Catholic School is seeking a caring, dependable, and faith-filled Part-Time Preschool Assistant to support our early childhood program. This individual will work closely with the lead teacher to create a nurturing, safe, and engaging classroom environment where our youngest students can grow spiritually, socially, emotionally, and academically.

Responsibilities include:

Assisting with daily classroom activities and routines
Supporting student learning through small group and individual interactions
Helping maintain a structured, positive classroom environment
Supervising students during play, snack, arrival, and dismissal
Preparing materials and maintaining classroom organization
Schedule will be Monday & Friday from 7:00-2:30

Qualifications:

Experience working with young children preferred
Patient, flexible, and team-oriented
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>