



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. Philip**

**Contact Name: Kellie Kelsey**

**Contact Phone Number: 812-985-2447**

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

**Date Posted: 6/2/2026**

**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**

**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 (would be open to adding an additional day during the week)**

**Qualifications:**

**Experience working with young children preferred**

**Patient, flexible, and team-oriented**

**Strong communication and interpersonal skills**

**Additional Instructions:**

**Send letter of interest to Principal Kellie Kelsey ([kkelsey@evdio.org](mailto: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 [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>