



Catholic Diocese of Evansville
Catholic Schools Office
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Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: [Washington Catholic Middle/High](#)

Contact Name: [Karie Craney](#)

Contact Phone Number: [812-254-2050 Ext. 1315](#)

Contact Email: kcraney@evdio.org

Date Posted: [5/1/2026](#)

Date Closed: [When position is filled](#)

Job Type: [Non-Certified](#)

Employment Type: [Full-Time](#)

Title/Position: [Secretary](#)

Grade Level/Subject Area: [Grades 5-12](#)

Start Date: [7/1/2026](#)

Job Description/Responsibilities:

Position Summary

The Secretary at Washington Catholic Schools serves as the first point of contact for students, families, and visitors and plays a vital role in the daily operations of the school. This individual supports the administrative team by managing communication, maintaining records, and ensuring a welcoming, organized, and faith-centered environment. The Secretary upholds the mission of Catholic education through professionalism, confidentiality, and service.

Primary Responsibilities

Serve as the primary receptionist, greeting visitors, answering phones, and directing inquiries appropriately

Maintain a welcoming and professional front office environment

Manage attendance records, student sign-in/sign-out, and daily reporting

Handle incoming and outgoing communication, including emails, phone calls, newsletters, and correspondence

Maintain accurate student records and files in accordance with school and diocesan policies

Assist with scheduling appointments, meetings, and school events

Support the Principal and administrative team with clerical and organizational tasks

Coordinate substitute teachers and maintain staff attendance records

Process mail, deliveries, and office supply inventory

Uphold strict confidentiality regarding student, family, and staff information

Provide support for school events, registration, and enrollment processes

Qualifications:

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High school diploma required; associate's or bachelor's degree preferred

Previous office or school administrative experience preferred

Proficiency in Microsoft Office (Word, Excel, Outlook) and general office technology

Strong organizational, communication, and interpersonal skills

Ability to multitask and prioritize in a fast-paced environment

Professional demeanor with a strong commitment to customer service

Practicing Catholic preferred, with a commitment to supporting the mission of Catholic education

Preferred Skills

Experience with student information systems (e.g., PowerSchool or similar)

Familiarity with diocesan school operations

Ability to manage confidential information with discretion

Strong attention to detail and problem-solving skills

Additional Instructions:

Please submit a cover letter, resume, and references to the principal, Karie Craney @ kcraney@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.

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>