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: **Washington Catholic Elementary**

Contact Name: **Kelsi Edwards**

Contact Phone Number: **8122543845**

Contact Email: **kedwards@evdio.org**

Date Posted: **9/22/2026**

Date Closed: **Until filled**

Job Type: **Non-Certified**

Employment Type: **Part-Time**

Title/Position: **Teacher Assistant**

Grade Level/Subject Area: **K-4**

Start Date: **9/28/2026**

Job Description/Responsibilities:

Assist the classroom teacher with daily instructional activities and student learning.
Work with individual students or small groups under the direction of the teacher.
Provide additional support to students who need assistance completing classroom tasks.
Help maintain a safe, orderly, and positive classroom environment.
Supervise students during classroom activities, transitions, recess, lunch, arrival, dismissal, and other assigned times.
Assist with classroom preparation, organization, materials, and learning centers.
Support students with appropriate classroom routines and expectations.
Encourage positive behavior and reinforce school and classroom expectations.
Assist with basic clerical and organizational tasks as assigned by the teacher or administrator.
Maintain confidentiality regarding student information and school matters.
Communicate appropriately and professionally with teachers, staff, students, and families.
Participate in professional development and follow school policies and procedures.
Perform other duties as assigned by the classroom teacher or administration.

Qualifications:

High school diploma

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**
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**