



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 Middle/High](#)

Contact Name: [Karie Craney](#)

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

Contact Email: kcraney@vdio.org

Date Posted: [4/3/2023](#)

Date Closed: [Until Filled](#)

Job Type: [Non Certified](#)

Employment Type: [Full-Time](#)

Title/Position: [Secretary](#)

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

Start Date: [6/1/2023](#)

Job Description/Responsibilities:

[Washington Catholic Middle/High School is searching for a school secretary. Candidates must be organized, professional, energetic, detail-oriented, and proficient in technology.](#)

Qualifications:

[Professional experience is preferred.](#)

Additional Instructions:

[Please send a cover letter and resume to \[kcraney@evdio.org\]\(mailto:kcraney@evdio.org\) along with completing the Diocese application.](#)

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>