



Catholic Diocese of Evansville
Catholic Schools Office
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School Name: Reitz Memorial

Contact Name: Aaron Schmitt

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Date Posted: 4/27/2026

Date Closed: Until Filled

_ Job Type: Non-Certified

Employment Type: Part-Time

Title/Position: Coach

Grade Level/Subject Area: Girls Basketball - Head Varsity Coach

Start Date: Immediately

Job Description/Responsibilities:

Summary:

Reitz Memorial High School is accepting applications for a Girls Varsity Basketball Coach for the 2026-2027 season. The ideal candidate will have experience coaching and running a comprehensive basketball program.

Essential Job Functions:

- Develop, supervise, and actively administrate the Memorial Tiger basketball program. • Provide instruction, plan, and coordinate practices during the season, during the school year, out of season (to include the limited contact periods), and during the summer.**
- Work with the Athletic Department in developing the game and practice schedule. • Perform all administrative duties as assigned by the MHS administration.**
- Maintain knowledge of the sport, coaching techniques, and follow IHSAA and NFHS rules governing high school basketball.**
- Assist in overseeing the security, maintenance, and improvement of the basketball equipment and facilities.**
- Assist in the yearly evaluations of all aspects of the basketball program.**
- Maintain discipline, adjust grievances, and work to increase morale and cooperation. • Gives constant attention to a student athlete's grades and conduct.**

- Instills in each student-athlete a respect for equipment and school property, its care, and proper use.
- Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, partner league programs, or in any other feasible manner.
- The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation

Qualifications:

Required Skills and Qualifications:

- Coaching experience at the high school level, preferred.
- Successfully led and worked with the student-athletes, parents, fellow coaches, administration, and community.
- Valid Indiana teaching license, preferred
- Motor Vehicle Operator's License or ability to provide own transportation

Physical Requirements:

- Ability to stand for extended periods of time.
- Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk, and to reach overhead.

Additional Instructions:

Full Job Description can be found at

https://docs.google.com/document/d/1V-LQPBhZ_eUiKNqqdTNIYcG4fn0h1pM/edit?usp=sharing&oid=101140847370564263687&rtpof=true&sd=true

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>