



MATER DEI HIGH SCHOOL
1300 Harmony Way | Evansville, IN 47720

Enter to Learn. Go Forth to Serve.

**Special Education
Coordinator / Teacher
Job Posting**

Job Title:	Special Education Coordinator/Teacher (Full Time, 10-month position)
Location:	Mater Dei High School
Reports To:	Assistant Principal of Mater Dei
FLSA Status:	Salary, Exempt
Last Revised:	April 2026

Mater Dei High School is committed to being a school of choice for all families. A Catholic co-educational community in the Diocese of Evansville, Mater Dei strives to create a caring and disciplined educational environment rooted in Gospel values and inspired by the example of Mary. We recognize the unique needs of each individual and empower students to meet the challenges of a rapidly changing and morally complex world with faith, hope, and love.

Mater Dei is built on the cornerstones of spiritual growth, academic excellence, service to others, and social development.

Summary:

Mater Dei High School is seeking a dedicated and compassionate Special Education Coordinator/Teacher to support students in the Resource Room and help ensure they receive the accommodations, instruction, and advocacy necessary for academic success. This position combines instructional responsibilities with coordination of special education services, focusing on organization, communication, and compliance. The ideal candidate will be committed to building a Christ-centered, student-focused learning environment.

Responsibilities:

Special Education Coordination

- Coordinate Resource Room services by organizing systems, managing documentation, and ensuring that accommodations and support plans are clearly communicated and implemented.
- Plan and support smooth transitions for incoming students with learning plans or identified needs.
- Prepare, schedule, and arrange yearly ACR meetings in collaboration with families and school staff.
- Communicate with teachers to clarify accommodations, share relevant student information, and support the implementation of learning plans.
- Collaborate with families, counselors, and administrators to monitor student progress and update documentation as needed.

Teaching Responsibilities

- Provide direct instruction to students individually or in small groups within the Resource Room, which may also include pushing into classrooms to support students in the general education setting.
- Design and deliver differentiated instruction that supports skill development in reading, writing, math, and organization.
- Support students in developing self-advocacy skills and understanding their learning needs.
- Create a supportive, structured environment that fosters confidence, growth, and academic success.

Qualifications and Skills:

- A valid Special Education teaching license is required.
- Experience working with students who have identified learning needs or IEP/504 plans is strongly preferred.
- Strong organizational skills, attention to detail, and ability to maintain confidential information.
- Excellent communication and collaboration skills.

Other Competencies:

Able to relate well with others, dependable, accurate, attention-to-detail, self-motivated, polite and tactful with the ability to advocate for students.

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville and submit to a background check.

To apply, please send a cover letter, resume, professional references to: jscheu@evdio.org