



## 2025-2026 School Year Job Posting

**Position:** Multi-Media/IT Support

**Job ID:** 260

**Job Objective:** Serves as a Multi-Media/IT Support for Norwalk Catholic

**General Summary:** To serve as a Multi-Media/IT Support to provide accessible tools for students and staff to direct, enhance and support the learning process while aiding the Technology Coordinator in their role of maintaining the network and all associated technology devices/systems. Model the Catholic faith in a way that realizes the threefold purpose of Catholic Education: to teach the message revealed by God which the Church proclaims, to build community in the life of the Holy Spirit, and to serve the human community.

### Minimum Requirements:

- Practicing Catholic Preferred: Help carry on the mission of Christ's church
- Have the ability to obtain a Ohio Department of Education license/certification
- Must successfully pass the required background check and all requirements of the Toledo Diocese VIRTUS program prior to employment and maintain a satisfactory background check throughout employment
- Have a minimum of a bachelor's degree or equivalent experience
- Experience with multiple forms of instructional technology
- Able to work with technology and assist integration in the classroom
- Skill in operating a personal computer utilizing a variety of software applications and equipment
- Active Directory, Virtual Machines, Experience with configuring Vlans and subnetting, Microsoft Office, and Google Workspace/Admin.
- Demonstrate a commitment to continuous professional development
- Able to teach information and technology literacy needed for independent learning
- Maintain excellent classroom behavior management
- Provide lesson plans weekly to building administrator
- Differentiate instruction to meet the needs of all learners
- Provide exemplary communication skills to parents, staff, and stakeholders
- Work well with fellow staff members in a professional learning community to ensure what is best for our students
- Build positive, productive, professional relationships with staff and students
- Able to work outside of normal working hours
- Lift and carry heavy, bulky supplies and materials weighing up to 50 pounds.

Apply by completing the Employment Application found on:

