

Key Responsibilities

Instructional Duties

- Plan and deliver engaging technology lessons for grades K–8, aligned with Ohio Learning Standards and Catholic values.
- Teach students a wide range of technology skills, including digital citizenship, productivity tools, internet safety, coding basics, multimedia projects, and responsible online research.
- Collaborate with classroom teachers to integrate technology into the curriculum and enhance student learning.
- Differentiate instruction to meet the needs of diverse learners, including students with varying technology skill levels.

Technology Support & Management

- Provide first-line “break/fix” support for staff and student devices, including troubleshooting hardware, software, and connectivity issues.
- Manage and maintain the school’s technology equipment, including desktops, laptops, iPads, projectors, printers, interactive boards, and classroom AV systems.
- Set up, test, and operate technology for school events, assemblies, and presentations.
- Maintain and manage school technology subscriptions, licenses, and user accounts (e.g., Google Workspace, educational software, and learning platforms).
- Coordinate with vendors and external IT support as needed for complex repairs and upgrades.

Administrative & Collaborative Duties

- Maintain an inventory of all technology equipment and ensure security, proper usage, and timely updates.
- Stay informed on emerging educational technology trends and make recommendations for school technology planning and purchases.

- Provide training and support to faculty and staff on technology tools and best practices.
- Ensure compliance with school, diocesan, and state guidelines on technology usage, internet safety, and data privacy.

Qualifications

- Bachelor's degree in Education, Instructional Technology,
- Valid Ohio teaching license or ability to obtain one.
- Experience teaching technology in a school setting preferred.
- Strong troubleshooting and problem-solving skills for both hardware and software issues.
- Excellent organizational, communication, and collaboration skills.
- Commitment to the mission and values of Catholic education.

Working Conditions

- This is a full-time, school-year position with occasional evening or weekend work for events.
- Requires the ability to lift and move technology equipment (up to 40 lbs).

Application Process

Interested candidates should submit a cover letter, résumé, and references to:

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Rossford, OH
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