

# Director of Technology

Status: Full-Time

Anticipated Start Date: December 1, 2025

Compensation Range: \$175,000 - \$200,000/ Salary Rate

**WELCOME TO CROSSROADS**  
**See the world differently.**

**ELEMENTARY SCHOOL**

Norton Campus  
1715 Olympic Boulevard, Santa Monica, CA 90404

**MIDDLE & UPPER SCHOOL**

21st Street Campus  
1714 21st Street, Santa Monica, CA 90404



**CROSSROADS**  
SCHOOL FOR ARTS & SCIENCES

# What We Believe

Our ambitions as both a place of learning and a force in the world go well beyond a pithy mission statement. The Crossroads School Statement of Philosophy offers a detailed portrait of our values and our progressive, child-centered approach to education, one that encourages intellectual bravery and emotional resilience.

The Philosophy includes five core commitments, and we consider these commitments equally important in the lives of our students. They guide the School in decisions regarding programming and curricula and are the standards by which we measure our success.

## Our Statement of Philosophy

The School was built upon five basic commitments: to academic excellence; to the arts; to the greater community; to the development of a student population of social, economic, and racial diversity; and to the development of each student's physical well-being and full human potential.

It is the goal of Crossroads School to provide a strong college preparatory program from which each student will develop a personal commitment to learning, a respect for independent thinking, and an expanding curiosity about the world and its people. We consider certain skills to be essential for all graduates: to read well, to write clearly and coherently, to study effectively, to reason soundly, and to question thoughtfully.

Through the educational process, we assist students in gaining self-esteem, self-knowledge, and respect for the knowledge and opinions of others. We believe that education must not be a race for the accumulation of facts, but should be an enriching end in itself. We also believe that education is a joint venture among students, parents and teachers. To be effective with young people, teachers and parents must themselves continue to learn, so that they may perceive the young accurately and treat them wisely.

We believe that the arts are an essential part of the curriculum and that it is important for students to express themselves creatively and to use their imaginations freely. Therefore, music, drama, visual arts, film, writing and dance are significant parts of student life at Crossroads.

Through our academic and extra-curricular programs, we seek to promote social, political and moral understanding, and to instill a respect for the humanity and ecology of the earth.

We understand that there are many kinds of intelligence, and the traditional academic, cognitive area is one. Other important areas of intelligence are intuition, imagination, artistic creativity, physical expression and performance, sensitivity to others and self-understanding. To neglect any of these areas is to limit students in the development of their full human potential.

We believe that the uniqueness of children is revealed in their very existence and that it is the School's responsibility to foster their innate sense of the mystery and joy of life.



# Job Description

Crossroads School for Arts & Sciences is a place where the members of our diverse student body are encouraged to think critically, express themselves openly and respectfully and make a positive impact in the lives of others and in the world around them.

We are a vibrant, relationship-based school with a founding commitment to the "greater community." Crossroads was founded to be not just a school, but also a movement for positive social change in the world. This ambitious charge is part of the very DNA of Crossroads. Not only do our students engage in meaningful service learning and community service projects, but Crossroads as an institution considers serving the greater community a cornerstone of our mission.

## Position Overview

Reporting to the Associate Head of School, the director of technology is responsible for the acquisition, deployment, service, and support of the technological resources available on both campuses. This individual provides leadership and manages the technology services team which includes the Senior Database Administrator, the Senior Network Administrator, the Senior Apple Systems Administrator, the Help Desk Support and Phone Technician, the Technical Team Lead and the IT Field Technicians. The director of technology also works with the division technology coordinators throughout the year.

## Essential Job Functions

- Provide day-to-day supervision and performance feedback to IT personnel.
- Assist in recruiting, hiring, and providing appropriate training for IT staff.
- Delegate work assignments and set priorities for team members to meet school deadlines.
- Hold regular department meetings to provide opportunities for team members to (1) share work updates with the rest of the team and to (2) share knowledge of technology or troubleshooting tips which would benefit the team.
- Chair the Technology Management Committee (TMC) which oversees the annual technology budget and helps set technology priorities for each school year.
- Collect technology requests from the Information Services Department and other non-academic departments for the technology budget each year and combine them with technology requests from each division.
- Supervise the ordering, acquisition, inventorying, implementation, and recycling of hardware and software on both campuses.
- Keep track of technology expenses and purchases throughout the year. This includes reconciling department credit card expenses every month.
- Be the principal purchaser for approved items in the technology budget.
- Serve as primary contact with outside vendors who perform technology and telecommunications work at the school.
- Negotiate and maintain service contracts with software and technology vendors as needed. This includes working with printing vendors, network and internet vendors, telecom vendors, and software vendors.
- Serve on appropriate planning and policymaking committees for the school as requested.

## Additional Responsibilities

- Investigate and report all security issues to senior management.
- Provide regular updates to the Associate Head of School on issues involving technology and department personnel.
- Create various network accounts for employees and terminate access as needed.
- Gather email records for legal discoveries and compliance.
- Other duties as assigned.



## Required Qualifications

The director of technology should possess a bachelor's degree and at least five years of recent, related experience. A graduate degree and technical certification are highly desirable. Additionally, the director must have significant experience in the field of computing, networking, systems, servers, database management, and support. It is necessary that he/she have broad relevant technical knowledge coupled with an ability to communicate with users of all ability levels.

This person should also have documented work experience with Apple and Microsoft Windows environments, including Microsoft 365 and other applications associated with K-12 education such as Google Workspace. Knowledge of the Blackbaud Student Information Systems, Microsoft Server, Active Directory, SQL Server, Excel (expert level), Sharepoint and Power Automate are highly recommended.

The ideal candidate will possess or demonstrate a growth mindset, self-motivation, strong interpersonal skills, and a service-oriented and team approach to work. This candidate must be approachable, open to new ideas, and possess excellent oral and written communication skills.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak clearly. The employee is required to stand, walk, climb stairs or ladders, and use hands to type on a computer keyboard. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Please submit your resume and cover letter for consideration to this position. Click [HERE](#) to apply.**

