The Webb Schools

Director of Technology and Innovation

Claremont, CA

Background

A 150-acre campus in the foothills of Claremont, California—on the front porch of Los Angeles and part of the Pacific Rim. A boarding and day high school (9-12) with a 100-year legacy of putting honor and moral courage above all else. A fully accredited museum of paleontology. A college placement record that includes 90% of each graduating class attending colleges and universities in the top 10% nationwide. Students on campus hailing from 10 states and 15 countries. A commitment to team sports, outdoor adventure, and participation in the arts. These attributes only begin to describe what makes Webb, Webb. While the school was founded in 1922 in the great tradition of the best boarding schools of the eastern United States, Webb embraces the adventurous spirit of California where it thrives. Webb is a vibrant community of unbounded thinkers pushing to solve problems and growing as leaders.

Webb has a rich history of shepherding young people many who are far from home and providing a second family, shaping their foundation, instilling their values, and sending them off to all corners of the earth to positively impact the world. The Webb network of students, families, faculty, staff, alumni, and board members unite around their love for the school and the way in which their experiences at Webb changed them for the better.

The Webb Schools at a Glance

Mission

The mission of The Webb Schools is centered around four pillars, inspiring and nurturing students to: think boldly, mindfully, and creatively; act with honor and moral courage; lead with distinction; and serve with a generous spirit.

Diversity and Inclusion

The Webb Schools are committed to fostering an inclusive school community characterized by openness, acceptance, and empathy where all members are valued, respected, and supported. The community is strengthened by the diverse views, beliefs, backgrounds, and experiences of our students, faculty, staff, and alumni. Embracing diversity in all its many forms is essential to our mission: in particular, we value our call to provide an exemplary learning community that nurtures future leaders who will act with honor and moral courage and serve with a generous spirit.

Facts and Figures

Founded: 1922

2024–25 schoolwide enrollment: 404

Students self–identifying as students of color: 84%

Total number of school employees: 250

Number of full–time faculty: 66

Percent of faculty with advanced degrees: 93%

Average tenure of faculty: 7 years

Acreage: 150 acres

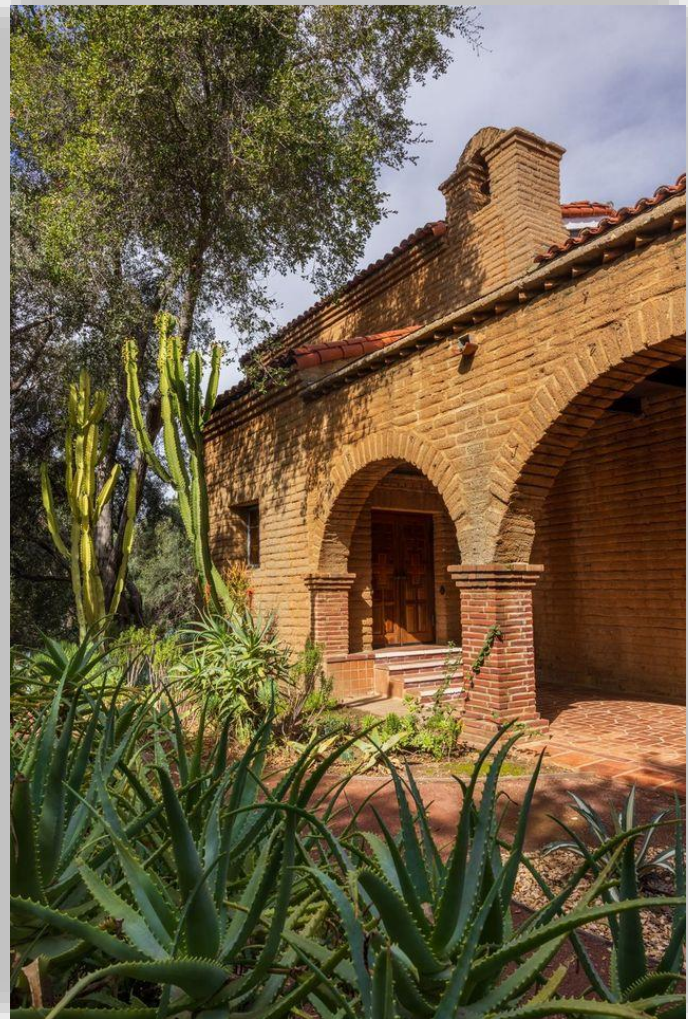2024–25 tuition:

      Boarding: $80,835

      Day: $57,490

Financial Aid: $6.7M to 32% of students

Total Funds Raised, 2023–24: $6.4M

Parent Participation in Giving: 70%

On the Web:
https://www.webb.org/

Opportunities and Challenges

The Director of Technology and Innovation will have significant opportunities to transform and modernize The Webb Schools' technology systems. The director will play a central role in supporting the transition to and introduction of new technology systems that support increased collaboration and enhanced efficiency. Identified needs include a helpdesk ticketing system to address routine technology issues, a standardized equipment procurement procedure, and comprehensive systems guidance on platforms including Blackbaud, Google Workspace, and Office 365. The director will collaborate with the senior leadership team to shape technology strategy, with oversight of a robust technology budget, the director will be expected to immediately inform our use of AI by helping to guide The AI Project@Webb, an internal initiative focused on emerging technologies and how they will transform education.

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Currently, technology at the Webb Schools is supported by an outside vendor of approximately 3.5 FTEs. The Director of Technology will manage the vendor relationship, while continually evaluating the schools' technological needs. The director may need to build a new technology support structure and bring the function in-house. This would entail building and leading a small team with a strong focus on customer service. Additionally, The Webb Schools is undergoing a software mapping process to identify the many disparate software programs used across departments. Based on the completed map, this role will recommend and implement a software policy ensuring standardization. Other challenges include responding to the unique after-hours needs of a boarding school environment and increasing the visibility of IT security solutions.

The Director of Technology and Innovation role is a significant opportunity to build a best-in-class technology function at a renowned boarding school.

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The Position: Director of Technology and Innovation

The Director of Technology is a visionary partner to the senior leadership team responsible for shaping the technological landscape of the Webb Schools. This role involves developing and implementing a comprehensive technology strategy that enhances teaching and learning, supports administrative functions, and ensures the security and integrity of school data. The Director of Technology will help prepare Webb Schools for the future, ensuring that the school's technology infrastructure can support the demands of technological advancement in areas such as artificial intelligence. The Director will lead and mentor a small internal technology team in addition to managing external technology vendors, fostering a culture of collaboration, innovation, and continuous improvement. The ideal candidate will possess a strong background in technology leadership in an education setting, excellent leadership skills, and a passion for advancing the school's mission through technology.

Key Responsibilities
Strategic Planning & Leadership

- Develop and implement a technology vision and strategy aligned with the school's mission and educational goals.
- Collaborate with administration, faculty, and staff to assess technology needs and identify opportunities for innovation.
- Lead and mentor the technology team, fostering a culture of collaboration, innovation, and continuous improvement.
- Serve as a liaison between technology staff and other departments, promoting clear communication and teamwork.
- Participate in senior administrative team meetings as needed and contribute to school-wide decision-making processes.
- Regularly investigate and evaluate how emerging technologies impact, or may impact, the sustainability of the school's academic, operational and financial models.

Technology Infrastructure and Security

- Oversee the maintenance and enhancement of the school's technology infrastructure, including networks, hardware, and software.
- Ensure robust cybersecurity measures are in place to protect sensitive data and maintain compliance with relevant regulations.
- Manage the procurement, installation, maintenance, and inventory of technology infrastructure, and software applications and associated licenses.
- Oversee all campus AV systems and support AV for school events, including occasional evenings and weekends.
- Ensure the school's technology infrastructure is operational during nights and weekends to support our boarding community.
- Work in collaboration with the data team to manage the access control and security of student information systems and other databases, ensuring data integrity and accessibility

Help Desk and Customer Service

- Establish and maintain a best–in–class customer service help desk to provide timely and effective technical support to students, faculty, and staff.
- Develop and implement service level agreements (SLAs) and key performance indicators (KPIs) to measure the effectiveness of the help desk.
- Oversee the implementation and maintenance of a ticketing system to track and manage support requests.
- Foster a culture of customer service excellence within the technology team.
- Regularly assess and improve the help desk's processes and procedures to ensure optimal efficiency and customer satisfaction.
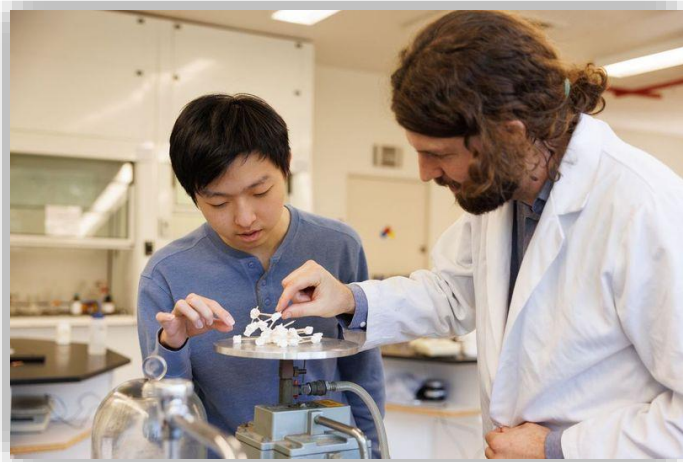
Budget Management and Vendor Relations

- Develop and manage the technology budget, ensuring the effective allocation of resources and alignment with strategic priorities.
- Develop and implement technology lifecycle standards for equipment and devices
- Identify and evaluate potential technology vendors and partnerships for improved service and/or cost savings.
- Manage vendor relations to ensure best–in–class service (e.g. ISP, MSP, Copiers/printers, etc.)

Curriculum Integration and Innovation

- Collaborate with academic leaders to support the integration of technology into the curriculum effectively, fostering innovative teaching practices and enhancing student learning, engagement, and achievement.
- Provide professional development and training for faculty on the use of supportive and educational technology tools and resources.
- Identify, evaluate, and recommend new and emerging technologies for classroom and administrative uses.

Community Engagement

- Act as a representative of the school in local and national technology communities, building partnerships and sharing best practices. (e.g. ATLIS)
- Communicate technology initiatives and developments to stakeholders, including parents and the school board.
- Attend appropriate faculty meetings and grade-level parent roundtables.

Desired Qualifications and Qualities

Education, Experience, and Skills

- Bachelor's degree in Computer Science, Information Technology, Educational Technology, or a related field; Master's degree preferred.
- Minimum of 5 years of experience in a technology leadership role, preferably in an educational setting.
- Strong understanding of K-12 educational technology trends and best practices.
- Proven experience with budget management and resource allocation.
- Exceptional leadership, communication, and interpersonal skills.
- Ability to manage multiple projects and priorities effectively.
- Strong customer service orientation.
- Commitment to fostering an inclusive and equitable learning environment.
- Experience with a variety of technology platforms and systems, including Blackbaud, Microsoft Windows Server, iOS, and Google Suite for Education.
- Knowledge of data security practices and experience with implementing and maintaining security measures.
- Experience with project management methodologies.
- Ability to troubleshoot and solve complex technical problems.
- Proven change management leadership.

Personal Characteristics

- Collaborative and solutions oriented
- Self-motivated, ability to navigate competing demands and projects, and excellent work habits
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging
- High standards of ethics, moral character, and professionalism, and serves as a positive role model
- Develops professional and productive relationships with colleagues
- Understands boundaries and embraces responsibility for the care of students in loco parentis
- Manages time effectively and meets deadlines and commitments
- Communicates and responds to all school communications in a timely manner
- Exhibits flexibility and adaptability to change as needed
- Humility and a keen sense of humor

Key Competencies

Strategic Mindset	Communicates Effectively	Cultivates Innovation
Seeing ahead to future possibilities and translating them into breakthrough strategies.	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Creating new and better ways for the organization to be successful.
Decision Quality	**Plans & Aligns**	**Instills Trust**
Making good and timely decisions that keep the organization moving forward.	Planning and prioritizing work to meet commitments aligned with organizational goals.	Gaining the confidence and trust of others through honesty, integrity, and authenticity.

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Benefits and Compensation

The salary range for this position is $150,000–$170,000.
Webb offers:

- Generous low-cost medical for employees and eligible family members 90% covered by Webb
- Flexible spending accounts for health and dependent care
- Tuition remission for children enrolled at Webb
- Life and long-term disability
- 6–10% school contribution to TIAA 403(b) based on tenure
- Generous professional development support

Application Requirements and Search Process

DRG is conducting this search on behalf of Webb. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current resume.
- The names, email addresses, and telephone numbers of five references, to include the relationship with the references. (We will obtain permission from candidates, at the finalist stage, before contacting references.)

Application Status: Accepting Applications
Start Date: By August 1, 2025

To apply for this position, please click HERE.

This position description is based upon material provided by The Webb Schools, an equal opportunity employer committed to providing equal employment opportunities and who does not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law.

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