

# CollegePrep



## DIRECTOR OF TECHNOLOGY

### LOCATION

Oakland, CA

### APPLICATION REVIEW PERIOD

November

### START DATE

On or before July 1, 2026

### POST DATE

September 11, 2025

### ON-SITE FINAL ROUND

Mid-November (Expected)

### REPORTS TO

Head of School

### PRIORITY DEADLINE

October 12, 2025

### DECISION ANNOUNCED

Early-to-mid December

### ANNUAL SALARY RANGE

\$170,000 – \$200,000



CollegePrep



12M & Ed Tech  
RECRUITING

# SUMMARY



## MISSION

*At College Prep we believe in the foundational importance of scholarship, the value of dialogue, and the need for academically curious young people to belong to a kind, creative, diverse, and joyful community. We challenge our students to engage deeply in learning, appreciate one another, and grow into adults who are intellectually adventurous, ethically sure-footed, and generous of heart and spirit.*

The College Preparatory School is an independent coeducational high school located in the Rockridge neighborhood of Oakland, CA. Tucked into a small, verdant valley, College Prep's five-acre campus blends seamlessly with the native landscape. With a current enrollment of 370 students, College Prep provides a home for intellectual curiosity and meaningful engagement. The College Prep curriculum sends students to college ready to think critically and independently, write cogently, and work hard and cooperatively while engaging actively and ethically in community life. Guided by inspiring teachers and mentors, they create a vibrant community that is rooted in shared values of kindness, respect, and a willingness to learn from the perspectives of others.

College Prep seeks a director of technology to lead all aspects of the technology program. Reporting to the head of school, the director oversees three dedicated technology professionals: an educational technology & design lead, a network & systems manager, and a support specialist. The director partners closely with two academic administrators to lead academic tech strategy, and with the CFO to lead operational tech strategy. With a reliable and well-maintained infrastructure already in place, this is an exciting opportunity for a leader to guide the department into its next chapter. The entire community at College Prep is eager to welcome its next director of technology to begin on or before July 1, 2026.





# OUR PHILOSOPHY

*Guided by Mens Conscia Recti, “a mind aware of what is right,” College Prep develops each student’s strengths and capacities through an education based on ten core beliefs.*

1. We value the individuality of our community members and our egalitarian school culture.
2. We believe that high expectations, kindled curiosity, and dedicated effort encourage students to discern excellence and strive to do their best.
3. We affirm that deep learning requires patience, creativity, reflection, and practice.
4. We cultivate an awareness of self and others that is rooted in respect and empathy and emphasizes the importance of taking responsibility for one’s impact and actions.
5. We work in a collaborative environment that gives young people opportunities to take risks, express themselves, and appreciate the perspectives and gifts of others.
6. We embrace the variety of backgrounds and life experiences within our community and recognize that the rich expression of diversity is essential to a meaningful education.
7. We integrate work and play, helping students recognize the elements of a balanced life.
8. We foster an understanding of interdependence and stewardship that starts with care for our open-air Oakland campus and extends to our greater community.
9. We prepare students to make a positive difference, encouraging engagement in a full array of school activities, and in service and learning opportunities in the broader world.
10. We dedicate ourselves, as teachers and mentors, to our own ongoing development, modeling commitment to learning and growth.



# BUILDING COMMUNITY



*Building a community where everyone belongs is essential to a meaningful education. In College Prep's collaborative environment, students take risks, engage deeply, and appreciate the gifts of others. Through spirited all-school gatherings, clubs focused on shared interests, and affinity groups, College Prep creates space for students to authentically express themselves. The School encourages community members to act on their beliefs, collectively creating an inclusive environment that lives its commitment to equity, empathy, cultural competence, and respect.*

## Our work together is rooted in both principles and action

College Prep fosters a community of compassion, joy, and true inclusivity through collaborative processes that cross lines of power and difference.

College Prep strives to cultivate an awareness of self and others that is rooted in respect and empathy, while emphasizing the importance of taking responsibility for one's impact and actions.

College Prep seeks to identify and address systems and practices that create inequitable conditions within the community to ensure that each member trusts that they are cared for, seen, and valued.

College Prep guides students through their high school years as they develop the intellectual maturity to grapple with theories of systems of power and privilege, preparing them to navigate the world with authenticity, kindness, and sure-footedness.

## Spirit

Fun and play are a core part of College Prep's culture, helping students embrace the elements of a balanced life. College Prep is infused with school spirit through weekly student-led assemblies, special events, and more than sixty clubs on campus. The Spirit Committee is a group of students elected by their peers to organize special themed days and spirit weeks during which students discover the joy and connectedness that makes College Prep a vibrant community.

Spirit also shines through the athletics program. Whether representing College Prep by playing on one of the school's 24 teams, packing the gym to cheer on classmates, or riding in a fan van to away games, athletics are central to student life.



# ACADEMICS

*College Prep is a home for ideas, discovery, and engagement.*

Our academic offerings are buoyed by our warm culture and inspiring location adjacent to the city, nestled in a verdant valley campus. Led by exceptional and caring teachers, mentors, and coaches, students explore and extend their abilities, test their ideas, question assumptions, grapple with ethical issues, and acquire the skills to be positive and productive citizens.



## CONNECT

We nurture our students' intellect, engage their curiosity, and encourage them to develop enduring habits of mind. Students build lasting relationships with each other and savor the unique time that is high school in a culture that is rooted in respect and empathy.

We invite you to explore the course offerings [here](#).

## EXPLORE

We foster an understanding of leadership and interdependence that starts in our open-air Oakland campus and extends to our greater community. Students have space to think, play, and express themselves while rooted in the rich history and opportunities of the broader Bay Area.

## GROW

We learn from and with one another in a kind, collaborative, and uplifting community. We challenge our students to engage deeply in learning and appreciate one another so that they grow into adults who are intellectually adventurous, ethically sure-footed, and generous of heart and spirit.



# UNIQUE PROGRAMS



## STOak Program

Social Transformations—Oakland (STOak) is a community-based experiential learning course that features a unique summer internship that focuses on social or environmental justice. STOak is hands-on and project-based, with a mix of structured coursework, field trips, group discussions, and independent research. Students emerge from STOak well-versed in local history and current events, and with concrete professional experience, tremendous leadership skills, and the confidence to understand how they can positively impact their community.

## STEM Research Program

College Prep's STEM program is for students interested in getting hands-on research experience in a broad array of STEM fields (Science, Technology, Engineering, and Mathematics). The course begins with a spring semester seminar (STEM Research Part I) that provides foundational scientific knowledge and analytical skills. During discussion-based classes, students learn how to read primary scientific literature, analyze and critique raw data, and work as productive members of a research team. During the summer students are matched with research mentors for full-time, six-week internships. In the fall, the program concludes with a semester-long seminar (STEM Research Part II) during which students prepare a poster about their summer research and deliver a formal scientific talk.



## Intraterm

Intraterm is a required one-week program of experiential learning offerings in the spring that emphasize intellectual risk-taking and adventure. Intraterm is a welcome break from the regular classroom routine, encourages students from different grade levels to get to know one another, and provides an opportunity for teachers to offer mini-courses in areas of special interest to them.

Intraterm is ungraded, which encourages students to stretch academic boundaries and try new activities. The program offers intensive experiential classes and trips in a variety of settings. Students choose from an exciting catalog of deep-dive courses, field studies, community service, and travel, fostering personal growth beyond the traditional classroom.



## Required Senior Project

**SOCIAL IMPACT PRACTICUM (SIP), PARTNERS TEACHING FELLOW, OR INDEPENDENT SENIOR PROJECT**

Seniors choose from three pathways to fulfill this requirement. In SIP, students research, develop, and implement a social impact project for the betterment of the community beyond campus. As a Partners Teaching Fellow, in the fall, pairs of seniors build a curriculum in order to offer a series of spring once-a-week workshops to Oakland middle schoolers in our Partners Program. For an independent senior project, students develop or build upon a project that is hands-on, outward-facing, and impactful. They must articulate the way in which this project ties to personal values as they relate to the community and individually reflect on their own arc of learning.





## Bay Area BlendEd Consortium

College Prep is a member of the Bay Area BlendEd Consortium, a group of seven schools jointly offering a set of blended classes combining face-to-face and online instruction. These courses expand elective offerings while preserving the core relational culture that lies at the heart of our educational mission.

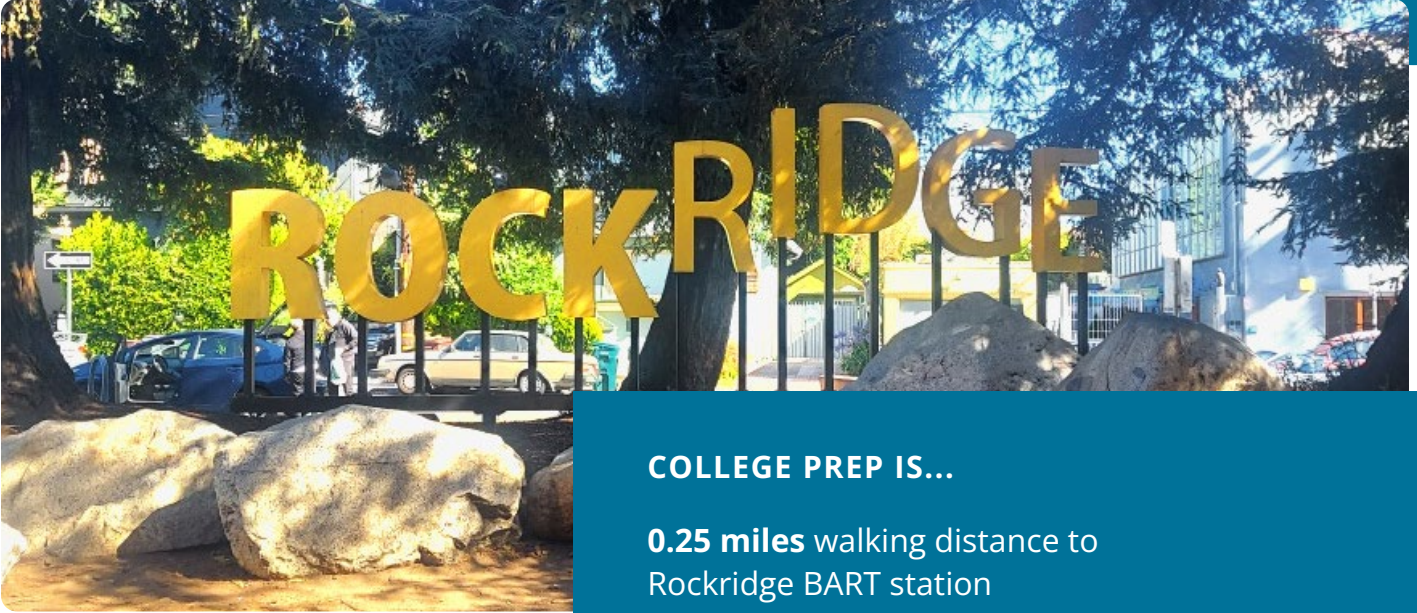


## Wellness and Belonging

Wellness & Belonging is a program for ninth, tenth, and eleventh graders that begins by examining systems of oppression as they intersect with race, class, gender, and sexuality. Through education on mental, physical, and sexual health, students gain a deeper understanding of themselves, their peers, and their broader communities.



# THE ROCKRIDGE NEIGHBORHOOD



## COLLEGE PREP IS...

**0.25 miles** walking distance to Rockridge BART station

**1 mile** to UC Berkeley

**5 miles** to Lake Merritt

**6 miles** to Oakland Museum of California (OMCA)

**5 miles** to Redwood Regional Park



As one of the many neighborhoods in Oakland, Rockridge blends a warm community feel with the convenience of city living. The area is known for its charming tree-lined streets, classic Craftsman homes, and a vibrant College Avenue corridor filled with independent shops, cafés, and restaurants. With easy access to BART, Rockridge offers a quick commute to San Francisco while maintaining a relaxed, family-friendly atmosphere. Residents enjoy a walkable lifestyle, nearby hiking trails in the Oakland Hills, and a solid sense of neighborhood pride.

To learn more about things to do in the neighborhood, we invite you to check out the [Visit Oakland](#) website.



# KEY STATS



Located in **Oakland's Rockridge neighborhood**, our **5-acre campus** blends in with the native plants and eucalyptus trees typical of the Oakland Hills landscape. College Prep lies in a small verdant valley and is dotted with **15 buildings**.

**1960**

FOUNDING  
YEAR

**372**

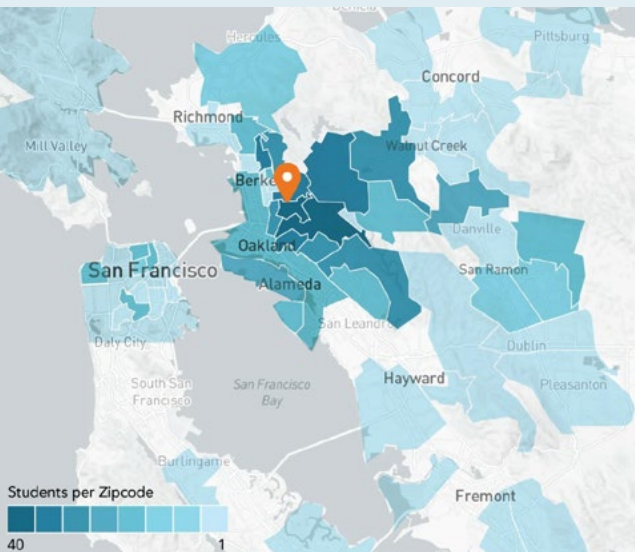
9<sup>TH</sup>-12<sup>TH</sup> GRADE  
STUDENTS

**71%**

SELF-IDENTIFY AS  
STUDENTS OF COLOR

College Prep students come from a diverse group of nearly **110** schools: independent (73%), public (21%), parochial (6%).

Nestled within walking distance to Rockridge BART Station, College Prep draws students from around **San Francisco Bay Area region**



**14**

AVERAGE  
CLASS SIZE

**44%**

FACULTY  
OF COLOR

**20**

YEARS ON AVERAGE OF  
TEACHING EXPERIENCE

**83%**

FACULTY WITH  
ADVANCED DEGREES



Totalling **\$29.5 million**, College Prep's endowment supports key program areas that align with School priorities including:

**\$11M**

FACULTY &  
PROGRAM

**\$12M**

FINANCIAL  
AID

**\$6.5M**

UNRESTRICTED  
FUNDS

College Prep has been recognized as one of the **top 5 independent schools in the nation** by Forbes, The Wall Street Journal, and Niche.com among others.

[www.college-prep.org](http://www.college-prep.org)



# Technology & Innovation

*College Prep mindfully integrates technology to support innovative teaching and learning in and beyond the classroom.*

Instruction in the effective, ethical, and appropriate uses of technology begins with a ninth grade tech orientation and is revisited often. All students receive identical MacBook Air computers with common software as part of College Prep's 1:1 laptop program. This standard set of software and hardware facilitates communication, enables collaboration in and beyond the classroom, offers school-provided technical support, and ensures technology equity for all students.

Other technology resources that enhance learning include more than a dozen online research databases, fabrication software and hardware in the xLab maker space, a suite of computer science classes, and a Technology Office staffed by faculty who plan thoughtful and innovative ways of supporting students and teachers.

## iTeam

The iTeam is a group of students dedicated to developing apps, websites, and tools that support the College Prep community. They work closely with both students and administrators to identify needs and create practical, user-focused solutions. Current projects include:

- **CPS Campus Mobile App:** Enables students to track their schedules, organize and schedule club meetings, and access the student and faculty directory.
- **CPS Campus Web:** Supports the Common Classroom program by publishing the course catalog, managing attendance, and allowing students to select their weekly Common Classroom sessions.
- **Tutor Troopers:** Allows students to schedule sessions with the school's student tutoring program.



## Maker's Club

The Maker's Club is a student group based in the school's makerspace called, **xLab**. Members collaborate with the educational technology & design lead to facilitate tools training, support the use of the space by students, faculty, and campus organizations, and assist with the planning and execution of creative projects and events. Past initiatives include partnering with the Green Team to construct an upcycled aquarium display and working with Latinos Unidos to design decorations for a Día de los Muertos installation.



# ABOUT THE ROLE



For the past 24 years, College Prep has benefited from the steady leadership and expertise of a dedicated director of technology who has built and managed nearly every aspect of the IT/IS infrastructure. He began his career at the school as the network & systems manager before stepping into the director seat about five years into his tenure. Under his leadership, the school's technology environment ran smoothly and reliably, providing a seamless experience for students, faculty, and staff. He fostered a culture of service within his team, ensuring minimal disruptions to daily operations and positioning the technology department as a trusted, responsive partner. With this approach, he built solid relationships throughout the school community and created an inviting and supportive environment in the department for users of all levels of technical experience. Earlier this year, the current director announced his retirement but will continue supporting the school on key upgrades and migrations in a part-time remote capacity, ensuring

continuity until the school hires a full-time leader. The school hopes its next leader will carry forward this tradition of high-touch service and trusted partnership, while also bringing fresh vision to anticipate future needs and guide the department into its next chapter.

The technology department plays an essential role in all aspects of school operations: supporting classroom integration, maintaining database systems, and managing the critical IT infrastructure. The admin team spent this summer thinking about the best technology governance structure to support this transition. As a result of the planning, the school revived the dedicated network & systems manager position to join the department, which includes an educational technology & design lead, and a support specialist. With this structure in place, the department is well positioned to maintain operational stability and continue providing high-touch support to the school community.



## Tech at a glance

### HARDWARE

- School-owned devices: 95% Mac for Faculty and students, and 5% Windows
- 6 Projectors, 35 SMART boards
- 2 SonicWALL and Cisco firewalls
- 58 deployed Cisco 2800, 3800, 9100 APs
- 1 Cisco 9500CY core switch
- 17 Cisco Catalyst 9300s IDF switches

### DATA / SYSTEMS

- Blackbaud (SIS and CMS)
- Canvas (LMS)
- Ravenna (Admissions)
- Financial Edge NXT (Business)
- Raisers Edge NXT (Advancement)
- Office365 (Business and Advancement)

The incoming director will thus inherit a reliable and well-maintained environment to build upon. With three professionals in the department handling day-to-day support, the new leader will have the opportunity to lean into a more strategic role in planning and oversight across all areas of technology. College Prep is at a pivotal moment with opportunities to advance its educational technology program and engage in thoughtful discussions around AI. In collaboration with two academic administrators who will help lead academic tech strategy, the next director will be a thought partner to help guide and set the vision and policy for educational technology and AI. Additionally, the director will work closely with the CFO to lead operational tech strategy.

College Prep is excited to welcome its next director of technology to lead all aspects of the school's technology program. The right person to lead the department is someone who has experience overseeing IT but also values and is excited by instructional technology. College Prep is not looking to chase every new trend, but rather to sustain a program that is current, reliable, and thoughtfully progressive. The next director of technology should be both technically adept and relationship-driven, someone who can inspire confidence, partner with faculty and staff, and lead the program forward without overwhelming the community with rapid or unnecessary changes. College Prep would like the next director to start on or before July 1, 2026. This position reports to the head of school and is a member of the leadership team.



**MONIQUE DEVANE**

**HEAD OF SCHOOL**

### INTERVIEW WITH THE HEAD OF SCHOOL

Monique joined College Prep as its head of school in 2011. She brings over 30 years of experience in independent schools, having held senior leadership roles across both coasts. Prior to joining College Prep, Monique was the associate head of school at Hawken School and earlier served as assistant head of school for external affairs at The Thatcher School.

We invite you to [watch our interview](#) with Monique, in which she discusses College Prep's community and the importance of the technology department to many aspects of the academic program and school life.

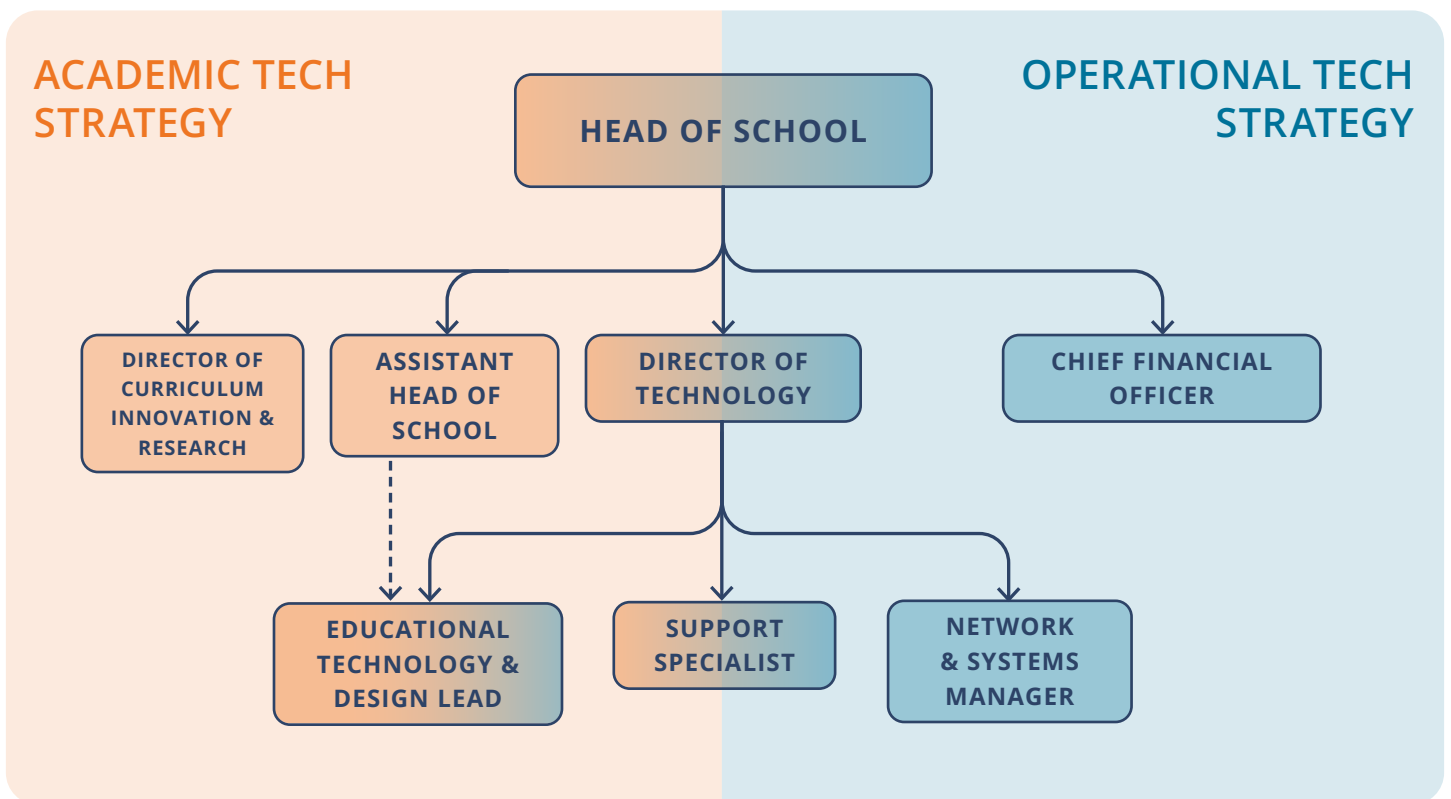


# TECHNOLOGY GOVERNANCE

The director of technology began his career at College Prep as the network & systems manager before stepping into the director's seat about five years into his tenure. Over the next 20 years, he built and managed nearly every aspect of IT/IS infrastructure. When he announced his retirement this past spring, the admin team spent this summer thinking about the best technology governance structure for the next chapter of the school.

As a result of that planning, the school revived the dedicated network & systems manager position, which was filled later this summer right before the start of the school year. That position, along with both the support specialist and educational technology & design lead, comprise a highly engaged, three-person team dedicated to customer service and day-to-day technology operations.

This evolved structure will allow the next director to play a bit more of a strategic role in planning and oversight across all areas of technology. At the same time, all members of this small department in this community-minded school need to be hands-on, highly relational, and customer-focused. Finally, with the addition of a newly created assistant head of school position, the next director will have another valuable academic thought partner to help guide and set the vision and policy for educational technology.



At College Prep, a few members of the head of school's larger leadership team collaborate regularly with the director of technology: the assistant head of school and the director of curriculum innovation & research (for *academic tech strategy*), and the chief financial officer (for *operational tech strategy*).



# DUTIES



## Strategic Leadership

- Develop and implement a forward-looking technology vision aligned with the school's mission, values, and strategic priorities.
- Collaborate with academic, administrative, and operational leadership to ensure technology supports innovation, efficiency, and the broader goals of College Prep.
- Develop and manage the technology budget, ensuring cost-effective and efficient use of resources.
- Serve as a member of the leadership team, report directly to the head of school, and perform other duties as assigned.

## Technology Team and Infrastructure Management

- Oversee the technology department, supervising a team of three staff members and supporting their professional growth through a collaborative leadership approach.
- Collaborate with the network & systems manager to manage the deployment and maintenance of hardware, software, and infrastructure to ensure performance, cost-effectiveness, and scalability.
- Evaluate current data workflows, providing recommendations and implementing changes to enhance reporting and accessibility for end-users across the school.
- Regularly review IT security protocols, disaster recovery plans, and risk management strategies to safeguard the school's digital assets.

## Instructional Technology Oversight

- Partner with the assistant head of school and director of curriculum innovation & research to design and execute a strategic vision for instructional technology.
- Collaborate with the educational technology & design lead to integrate instructional technology tools to enhance teaching and learning.
- Explore and assess new teaching and learning approaches through technology, fostering a culture of continuous improvement and innovation.
- Serve as a thought partner and monitor emerging trends in AI to anticipate opportunities and risks, and guide the school in developing responsible use policies and adopting practices.



# QUALIFICATIONS & QUALITIES



## Professional Qualifications

- A bachelor's degree from an accredited college or university is a minimum requirement, though a graduate degree is highly desirable
- Leadership experience in managing technology departments and supervising technology staff, preferably in educational or nonprofit settings
- Proficiency in key areas of technology management, including enterprise IT, instructional technology, data systems, and client services
- Experience in successfully leading concurrent technology-related programs and projects, with a proven ability to set priorities and deliver results
- Expertise in fostering team growth, managing change, and setting strategic goals for a dynamic and collaborative department

## Leadership & Personal Qualities

- A passion for managing diverse areas of technology—including infrastructure, instructional integration, and data systems—even if prior experience in these areas varies
- An eagerness to step away from the office and seek out colleagues across campus, in the spirit of cultivating meaningful and supportive relationships
- Excellent budgeting skills with the ability to plan strategically and cost-effectively, as well as prioritize resources
- Inspirational, pragmatic, and diplomatic leadership that is sensitive to the needs of a dynamic and diverse faculty
- An ability to build consensus among diverse groups, facilitate critical discussions, and provide confidence to colleagues during times of transition
- A collaborative, cooperative, empathetic, collegial, innovative, and patient mindset
- An eagerness to participate in the life and activities of an independent school, which may include occasional evening or weekend events



# How to Apply

12M & Ed Tech Recruiting is acting on behalf of College Prep to identify exceptional technology leaders to fill this extraordinary opportunity. Direct inquiries to:

[jobs@EdTechRecruiting.com](mailto:jobs@EdTechRecruiting.com)



Applications submitted by **October 12, 2025** will receive priority review.

All applications must be submitted online:

[www.EdTechRecruiting.com/jobs/Prep/technology](http://www.EdTechRecruiting.com/jobs/Prep/technology)

## AN APPLICATION REQUIRES SUBMITTING FOUR PDFS:

1. Cover letter introducing yourself to the College Prep search committee
2. CV or resume
3. A reference list of four or more individuals who could speak on your behalf if you were to progress further in this search (include each person's name, current organization, title, phone number, email, and past connection to you; we will not contact anyone on your reference list without obtaining your permission first)
4. Please submit a brief statement outlining your educational technology vision for a school like College Prep.

*As an equal opportunity employer, College Prep welcomes candidates representing diversity of all kinds. We celebrate the inclusivity of our community regarding race, color, religion, national or ethnic origin, gender, sexual orientation, and gender identity.*

[www.EdTechRecruiting.com](http://www.EdTechRecruiting.com)

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MISSION-DRIVEN ORGANIZATIONS



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