



Student Services Administrative Coordinator

Beginning July 2025
(Full Time- Year Round)

Hillel Torah North Suburban Day School, located in Skokie, Illinois, is seeking a qualified and professional Administrative Coordinator to join our Student Services team beginning in the 2025-2026 school year.

The Administrative Coordinator is responsible for organizing, overseeing, and coordinating programs and services within the Student Services department. The position requires exceptional technological and organizational skills, attention to detail, excellent communication skills, and a strong commitment to student welfare.

Responsibilities:

The Coordinator manages key student support programs, including REACH, Title I, and NDTSE services, to ensure effective delivery of services and compliance. As the primary liaison between the school and outside service providers, the Coordinator partners with parents to manage scheduling and documentation for services provided during the school day. The role also includes providing administrative support to the Director of Student Services, assisting in preparing for Individualized Support Plan (ISP) meetings, scheduling resources, and performing administrative tasks as needed.

Qualifications:

- Bachelor's degree (preferred)
- 1-3 years of administrative experience (preferred)
- Proficiency with Google Suite, scheduling, and record-keeping tools

About Hillel Torah: We are a dynamic and innovative Jewish private school preparing the leaders of tomorrow. Our progressive, child-centered approach promotes academic excellence in both general and religious studies. We encourage our students to develop a life-long commitment to learning and to the global community.

Salary commensurate with education and experience.

To apply: Send resume and cover letter to rivka.varnai@hilleltorah.org