



Job Title: Information Technology Coordinator

Location: Palo Alto, CA

Reports To: Director of Operations

Salary range: 85,000-97,000

Start Date: July 1, 2025

About The Kehillah School

The Kehillah School is an innovative, independent high school rooted in Jewish values and open to students of all backgrounds. Located in Palo Alto, CA, we are committed to academic excellence, inclusion, and student well-being. We seek a dynamic, strategic, and service-oriented IT leader to support our evolving technology landscape.

Position Summary

The Kehillah School is seeking a passionate and innovative, full-time Information Technology Coordinator.

The Information Technology Coordinator is the go-to person for all things tech at The Kehillah School. As a one-person department, this role is responsible for everything from big-picture planning to hands-on troubleshooting. That includes managing our infrastructure, hardware, software, and daily user support. We're looking for someone who's comfortable working independently, enjoys problem-solving, and is excited to support a school community where technology helps everyone do their best work.

Key Responsibilities

- Develop and implement a strategic vision for information technology that aligns with the school's mission and educational goals.
- Manage and maintain the school's network infrastructure, servers, internet connectivity, classroom technology, phone systems, and security systems.
- Oversee IT support services for faculty, staff, and students, ensuring timely and effective resolution of issues.
- Lead data security and privacy efforts, including compliance with FERPA and other relevant regulations.
- Manage all software systems, including learning management systems (LMS), student information systems (SIS), financial systems, and productivity tools.
- Collaborate with academic leadership to support technology integration in the classroom, including training and coaching for faculty.
- Develop and maintain an annual IT budget; negotiate and manage vendor contracts and technology purchases.
- Supervise IT contractors and collaborate with administrative departments to ensure seamless operations.
- Monitor emerging technologies and assess their relevance and benefit to the school community.



Desired Skills & Experience

- Bachelor's degree in Information Technology, Computer Science, or related field (Master's preferred).
- Minimum of 3 years of IT experience, preferably in an educational or nonprofit setting.
- Demonstrated expertise in systems administration, network management, and cybersecurity.
- Strong interpersonal and communication skills with a customer-service orientation.
- Experience supporting 1:1 device environments and managing cloud-based tools such as Google Workspace, Microsoft 365, Apple School Manager, Meraki, Mosyle, Adobe Creative Suite
- Ability to manage multiple projects, prioritize effectively, and work collaboratively across departments.
- Commitment to fostering a culture of innovation, equity, and digital citizenship.

Why Join The Kehillah School?

The Kehillah School is a progressive, inclusive, and innovative independent high school that values creativity, intellectual curiosity, and community engagement. We provide a supportive teaching environment where educators are empowered to bring their expertise and passion into the classroom.

Diversity & Belonging

We believe we best prepare our students to make the world a better place when we embrace diversity. Kehillah is committed to creating an environment where all members of our community truly value themselves and others, evoking a communal sense of belonging. We are committed to teaching students that the interconnectedness and value of all human beings also compel us to work collectively toward equity and social justice. Daily, we build a community that appreciates and celebrates differences as well as a society that empathetically confronts the ways individuals, institutions, and systems have oppressed others based on gender, race, religion, sexual orientation, socioeconomic status, disability, and other aspects of identity. By clearly understanding the past and the present of these dynamics, students will develop the capacity to help create a better future for all. We acknowledge that this work is ongoing and ever-evolving.

Compensation & Benefits

Kehillah offers a competitive salary and comprehensive benefits, including health insurance, retirement contributions, and professional development opportunities.

How to Apply

Interested candidates must submit an application along with their resume and cover letter.