



Idaho Digital Learning Alliance
3324 S. Pro Tech Drive
Boise, Idaho 83709
208.342.0207
IdahoDigitalLearning.org

Position Description – Full-Time Administrative Assistant-Elementary

Please Note: This position starts immediately and ends May 31, 2021

Position Summary:

The Full-Time Online Elementary Administrative Assistant works under the supervision of the Elementary Program Director to ensure smooth operation of the program, staff and students, ensuring that the program and its resources and agendas dovetail in order to provide excellent educational opportunities to each student while functioning as a resource for the districts we serve. This position will also help support the Elementary Team with other items, as needed.

Minimum Qualifications:

- Experience in an educational setting working in an administrative assistant capacity
- Friendly, positive disposition with willingness to support teacher, student and parent
- At least two years of college or have an associate's degree
- Ability to communicate and work effectively from a home/remote office location through the use of various online tools
- Organized and able to prioritize multiple tasks and meet deadlines
- Provides positive and professional service to all stakeholders
- Flexible and able to adapt to changes in tasks with professionalism
- Work as part of a team
- Work with frequent interruptions
- Be able to handle and maintain good working relationships on an ongoing basis
- Must have the ability to work independently in a fast paced environment

Essential Duties and Responsibilities:

The duties of this position include, but are not limited to the following:

*Professional development will be provided prior to any assigned tasks.

- Act as liaison between the community, the school and other internal and external stakeholders
- Serve as the first level of contact for parents, students, or districts with questions in regards to attendance reporting
- Coordinate appropriate documents for communication internally and externally
- Monitor recordkeeping for students and staff and maintain confidentiality in all communications
- Manage substitute tracking process and student attendance and absences; use reporting software and generate reports for internal and external use
- Provide clerical and administrative support to the administrative team as needed
- Adhere to the Code of Ethics for Idaho Professional Educators
- Ensure that the program operates in a consistently organized manner every day
- Communicate effectively with a variety of program and community officials
- Strong communication, interpersonal and organizational skills
- Ability to work with minimal direct supervision
- Prepare and circulate curriculum documents as requested
- Attend meetings and record and distribute meeting minutes
- Coordinate internal and external meetings appointments, events, workshops, seminars and special events
- Meet professional obligations through efficient work habits such as meeting deadlines, schedules, coordinating resources and meetings in an effective and timely manner
- Establish and maintain collaborative working relationships with students, teachers and staff members
- Perform other duties as directed by the IDLA administration
- Perform all work duties and activities in accordance with Idaho Digital Learning Alliance policies, procedures, and safety practices.

*Background check will be conducted.

Hours and Salary:

This position will work in a full-time capacity during the 2020-2021 school year (January 18, 2020 - June 4, 2021). This position can be located anywhere in Idaho. Compensation is \$18 per hour. Full-time employees are eligible for insurance, retirement, and paid leave. Full-time positions will be provided necessary home office equipment and communication and internet connectivity as required by the position.

Application:

Position is open until filled. Applications are available online at www.AppliTrack.com/idla/onlineapp. Documents required for a complete application included: current resume and letter of introduction. Application materials will only be accepted through the online application. Questions about the application process can be emailed to hr@IdahoDigitalLearning.org.