



Idaho Digital Learning Alliance  
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## Regional Support Specialist

### **Position Summary:**

The Regional Support Specialist will assist the IDLA Regional Coordinator in serving schools in [Regions 1 & 2](#) (Boundary - Grangeville). This position will be responsible for working with local school districts to improve district implementation of IDLA programs and student success by providing appropriate support, communication, and training to school personnel. To be successful in this position, the Regional Support Specialist will develop relationships with area school personnel, including district counselors, site coordinators, IDLA teaching assistants, technology directors, teachers, and administrators. Frequent travel throughout the region is required to fulfill the responsibilities of the position.

### **Minimum Qualifications:**

- Candidate must hold a valid Idaho Teaching Certificate
- Preference will be given to candidates living within Region 2 (Potlatch-Grangeville)
- Ability to develop, plan and present professional development opportunities;
- Technology skills;
- Strong interpersonal/human relations skills;
- Strong written and verbal communication skills;
- Ability to teach, instruct, and conduct training sessions;
- Ability to organize time, projects, and details;
- Ability to work independently with minimal supervision;
- High level of reliability and responsibility;
- Must be a self-starter with the ability to multi-task and meet defined deadlines;
- Must be flexible, committed, energetic, and receptive to change;
- Ability to imbue a mindset of customer service, quality, and efficiency;

### **Essential Duties and Responsibilities:**

- Attend and participate in meetings with Idaho Digital Learning's District Programs Team, and other IDLA teams as needed.
- Establish and advance relationships via phone, email, virtual, and in-person contact to build rapport with various stakeholders.
- Conduct informative sessions with prospective students, parents, high school/college personnel, and other interested individuals or groups.
- Coordinate program support for local schools with regional IDLA leadership, which includes counselors, parents, and students.
- Meet deadlines, schedules, and coordination of resources.
- Teach two online courses per fall term and spring term (4 classes total) as part of regular duties.
- Responsible for working with the Idaho Digital Learning Professional Development Team in

designing and delivering training opportunities for internal staff, as well as educators throughout Idaho.

- Support schools and programs in their implementation of IDLA courses.
- Ensure awareness of IDLA programs, activities, and academic offerings
- Represent IDLA in regional and local settings and communicate program information to the local communities.
- Report to the Region 1/2 Regional Coordinator-

**Essential Physical Abilities:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, view computer screens, and related information, and problem-solve issues.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, operate and make adjustments to computer equipment, and operate a motor vehicle.
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodation, which permits the employee to sit or stand for extended periods of time. Ability to move and perform functions that require bending, stooping, kneeling, crouching, reaching, and working in confined spaces.

**Physical and Mental Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This full-time position may be located anywhere in Region 1 or 2, with preference provided to those residing in Region 2.

The position requires frequent travel in the region as assigned. Employees are expected to maintain reliable transportation. Travel is reimbursed based on IDLA's current travel policy/practice.

**Compensation:**

During IDLA working hours, the employee is to concern themselves strictly with the business of Idaho Digital Learning Alliance and the duties of this position. At no time during working hours, shall the employee perform any services or make or receive any telephone calls on behalf of any other entity/individual or for any private business or employment that are not part of the employee's job responsibilities with Idaho Digital Learning Alliance, unless previously approved by your Director.

This position is year-round and will require the employee to establish a home office environment conducive to the requirements of this position (including high-speed internet). IDLA provides necessary office equipment to remote staff.

Salary for this position is dependent on education and experience: - \$50,000 - \$55,000

Includes medical insurance, PERSI benefits, and paid leave.

Applications will be accepted until the position is filled. Apply at: [Frontline Recruiting & Hiring](#)