



Idaho Digital Learning Alliance
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www.IdahoDigitalLearning.org

Regional Support Specialist

Position Summary:

The Regional Support Specialist will assist the IDLA Regional Coordinator in serving schools in Region 3 (Mountain Home - McCall). This position will be responsible for working with local school districts to increase 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 and state is required to fulfill the responsibilities of the position.

Minimum Qualifications:

- Current Idaho Teaching Certificate;
- A minimum of 3 years experience in classroom/ online teaching or education administration;
- Knowledge/experience in online education is desired;
- Ability to develop, plan and present professional development opportunities;
- Superior technology skills;
- Strong interpersonal/human relations skills;
- Strong written and verbal communication skills;
- Strong public speaking 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:

- Establish quality working relationship with Idaho Digital Learning's Regional Pod Team
- Establish and advance quality relationships via phone, email, 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 support for counselors, parents, and students.
- Maintain an understanding of current online education ideas, trends, and practices pertaining to the areas of responsibility for this position.
- Meet professional obligations through efficient work habits such as meeting deadlines,

schedules, and coordination of resources.

- Teach online up to 60 students per semester, as needed..
- 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.
- Develop, plan, and present professional development opportunities for district personnel including face-to-face, online, and webinar opportunities to increase district implementation efforts.
- Support schools and programs in their implementation of IDLA courses.
- Develop strategic implementation plans to assist schools/programs.
- Responsible for assisting in the development and delivery of training for site coordinators.
- Plan, develop, and coordinate revision and development of professional development content that will meet the needs of teachers working in the asynchronous, synchronous, and blended learning environments.
- Assist in the planning and execution of annual face-to-face training events.
- Participate as a representative of IDLA in statewide and national groups.
- Build, expand, and maintain partnerships.
- Responsible to ensure and monitor implementation of IDLA programs and services in a region.
- Responsible for increasing the awareness of IDLA programs, activities, and accomplishments.
- Responsible for developing positive relationships with area schools, counselors, parents, students, teachers, administrators.
- Provide leadership in data driven decision making for key student populations and coordinate instructional, local and regional support efforts.
- Represent IDLA in regional and local settings and communicate program information and successes to the local communities.
- Assist the Regional Pod Managers and Regional Coordinators.
- Other duties as assigned.

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 will be located anywhere in Region 3 and will require frequent travel in the region as assigned.

Compensation:

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

Salary for this position will be \$50,000 and will include medical insurance, PERSI membership, and paid leave.

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