



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

Position Description: Student Impact Manager

The primary purpose of this position is to manage the efficiency and effectiveness of resources to serve students and parents with digital learning opportunities. The Student Impact Manager applies professional principles, practices, and techniques to lead project teams and control project schedule, cost, and performance risks to ensure satisfied stakeholders. This role has ultimate responsibility for all assigned projects and manages customer satisfaction, definition, planning, monitoring, and others aspects of a student success program. This position will be responsible to thoroughly understand stakeholders' needs and establish relationships with these stakeholders to guide solutions-driven initiatives.

Minimum Qualifications:

- Three years of experience in comparable position working in program management with direct reports
- Three years in leadership role supporting education initiatives
- Three years leading project management teams to successful outcomes
- Thorough knowledge of budgeting and resource allocation for entity or project
- Proven experience in strategic planning, risk management, and change management
- Knowledge/experience in online education is desired
- Knowledge of practical aspects of project management
- Knowledge of project management techniques and tools
- Proven experience in people management
- Ability to determine communication, marketing, and implementation strategies
- Knowledge/experience in serving in position(s) which works with education entities
- Superior technology skills
- Strong written and verbal communication skills
- Strong public speaking skills
- Ability to teach, instruct, and conduct training sessions
- 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: Cooperate and collaborate with IDLA staff, administration, and external education partners in order to:

- Provide oversight of internal initiatives both current and new
- Lead the planning, budgeting and implementation of multiple projects
- Facilitate the definition of project scope, goals and deliverables
- Define project tasks and resource requirements
- Assemble and coordinate project staff
- Manage project budget and resource allocation
- Plan and schedule initiative time lines
- Ensure quality of program implementation
- Report project plan, goals, deliverables, and timeline to IDLA Administration
- Insure and monitor implementation of IDLA programs and services

Hours and Salary: This position is full time and year round with benefits that includes medical insurance, PERSI retirement, paid leave, and an annual salary of \$70,000.

This full time position may be located in Idaho and within proximity of any of the six urban areas of Idaho: Boise, Twin Falls, Idaho Falls, Pocatello, Lewiston, or Coeur D'Alene with limited travel across the state as assigned. The starting date for employment will be negotiated with the successful applicant.

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.

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, letter of introduction and at least one recent letter of reference. Application materials will only be accepted through the online application. Questions about the application process can be emailed to hr@IdahoDigitalLearning.org.

The Idaho Digital Learning Academy is an Equal Opportunity Employer.