Regional Support Specialist

**Position Summary:**
The Regional Support Specialist will assist the IDLA Regional Coordinator in serving schools in Region 3 (Mountain Home - Riggins). 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:**
- Work as a team to plan and present professional development opportunities;
- Ability to access and interpret data in IDLA's learning management system;
- Strong interpersonal/human relations skills;
- Strong written and verbal communication skills;
- Ability to teach, instruct, and conduct training sessions as part of the IDLA team;
- Ability to organize time, projects and details;
- Ability to work independently with minimal supervision;
- High level of reliability and responsibility;
- Must be flexible, committed, energetic, and receptive to change;
- Customer service focused

**Essential Duties and Responsibilities:**
- Attend and participate in meetings with Idaho Digital Learning’s District Program’s 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.
- 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 Regional Coordinators
**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 3, with preference provided to those residing within the Treasure Valley.

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 themself 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 through October 10, 2022. Apply at: [Frontline Recruiting & Hiring](#)