



Idaho Digital Learning Alliance  
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[www.IdahoDigitalLearning.org](http://www.IdahoDigitalLearning.org)

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## **Regional Support Specialist**

### **Position Summary:**

The Regional Support Specialist will assist the IDLA Regional Coordinator in serving schools in [Region 4](#) (Blaine County, Cassia County, Glenns Ferry, Twin Falls, etc.). 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
- Candidate must reside within [Region 4](#)
- Preference may be given to candidates with teaching experience with IDLA
- 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.
- 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 4 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.

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.

**Application:**

Position is open until filled. Apply online at [AppliTrack](#). The required documents are a current resume and a letter of introduction. Only online applications are accepted. For application process questions, email [hr@idla.org](mailto:hr@idla.org).

**Compensation:**

- Salary: \$60,700 - \$67,000, dependent on education and experience.
- Includes health insurance, PERSI benefits, and paid leave.
- Necessary computer equipment, software, and applications.

**Work Environment:**

- Remote work in an online environment.
- Employee is responsible for obtaining high-speed internet to allow them to communicate effectively.
- Participation in bi-annual in-person IDLA events is required. Occasional meetings at the IDLA Office in Boise may also be required.

**Employment Policy:**

- No concurrent employment during working hours without prior approval.
- Must focus solely on IDLA duties during working hours.
- Adherence to current employer policies on equipment use, work schedule, and resources.

**Physical and Mental Requirements:**

- Ability to communicate effectively, see and comprehend written instructions, and operate office and computer equipment.
- Must be able to sit or stand for extended periods and perform physical tasks such as bending and reaching.
- Reasonable accommodations will be made for individuals with disabilities.

**Equal Employment Opportunity (EEO) Statement:**

IDLA is an Equal Opportunity Employer, committed to providing equal employment opportunities without discrimination based on veteran status, disabilities, race, color, religion, political affiliation, sex, national origin, genetics, or other protected statuses. Reasonable accommodations are available upon request. Contact (208) 342-0207 (TTY/TTD: 711) or HR@IDLA.org for accommodations. Preference may be given to qualified veterans.

**Preference for Applicants:**

Only candidates from Region 4 will be considered.

**At-Will Employment:**

Employment with IDLA is at-will, meaning the employer or employee can terminate the employment relationship at any time, with or without cause or notice.