
Position Description – Regional Coordinator

Position Type: Exempt, Full-Time

Job Summary:

The Idaho Digital Learning Alliance (IDLA) has an opening for a full-time Regional Coordinator, located in [Regions 5-6](#) (Idaho SDE Regions, Pocatello-Idaho Falls and surrounding areas).

The primary responsibility of the Regional Coordinator is to increase district implementation efforts and student success by providing appropriate support. The Regional Coordinator will also assist in increasing awareness of IDLA programs, activities, and accomplishments, specifically in relation to online asynchronous classes, advanced placement/dual credit courses, and educational programs serving at-risk and remedial students. This person will be responsible for developing relationships with area schools, site coordinators, district technology coordinators, counselors, parents, students, teachers, administrators, and legislators. This position will help schools develop and implement strategies to ensure the success of their IDLA students. Excellent communication skills are essential as the position entails extensive presentations and public speaking with school counselors, IDLA site coordinators, administrators, students, and parents. This position will also be responsible for coordinating professional development for IDLA site coordinators. Frequent travel throughout the region and state is required to fulfill the responsibilities of the position.

Desired Qualifications:

- Master's Degree
- Current Idaho Teaching Certificate and Administrator Certification
- Extensive experience as a school principal; additional district administration experience is desired
- Knowledge/experience in education, both face-to-face and online learning
- Knowledge/experience in working with at-risk and/or special populations
- Ability to plan, organize and complete complex tasks and evaluate results
- Ability to develop, plan and present effective multimedia presentations
- Ability to multitask projects/efforts and meet aggressive deadlines
- Ability to imbue a positive mindset of customer service, quality, and efficiency
- Superior technology skills
- Ability to employ innovative problem-solving techniques to accomplish objectives
- Ability to work independently with minimal supervision
- Superior professional, timely, written, and verbal communication skills
- High level of reliability and responsibility
- Must be flexible, committed, energetic, and receptive to change

Position Responsibilities:

- Cooperate and collaborate with IDLA staff, administration, Idaho school districts, and external partners, which include but are not limited to the following:
- Ensure and monitor the implementation of IDLA programs and services in the regions.
- Increase the awareness of IDLA programs, activities, and accomplishments.
- Serve as liaison between IDLA stakeholders (online administrators and faculty, parents, and students) and school districts to enhance program services to its participants.
- Provide leadership in data-driven decision-making for key student populations and coordinate instructional, local, and regional support efforts.
- Implement IDLA stakeholder policies and procedures, and collaborate with IDLA administration to develop and modify policies and procedures that align with the organization's goals.
- Represent IDLA and communicate program information and successes to the community it serves.
- Conduct professional development opportunities for site coordinators, including both face-to-face and online sessions, to enhance district implementation efforts.
- Collaborate with prospective students, parents, high school/college personnel, and other individuals interested in IDLA.

Application:

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

Compensation:

- Salary: \$89,300 per year, dependent on education and experience.
- Includes health insurance, PERSI benefits, and paid leave.
- Necessary computer equipment, software, and applications.

Work Environment (Hybrid):

- Full-time in a hybrid work environment with a combination of in-office and remote work hours.
- Employee is responsible for obtaining high-speed internet to allow them to communicate effectively while working remotely.
- Participation in bi-annual in-person IDLA events is required.
- Office Work: Prolonged periods of sitting at a desk and working on a computer, with occasional standing and walking.
- Occasionally moves materials or equipment up to 25 lbs, with or without reasonable accommodation.
- Frequent regional travel is required as assigned. Employees must maintain reliable transportation. Approved travel expenses will be reimbursed per IDLA's current travel policy and reimbursement practices.

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.

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 as provided in state and federal law. Should you

need to inquire about an accommodation or have any questions about the application process, please contact (208) 342-0207 (TTY/TTD: 711) or HR@IDLA.org for more information.

At-Will Employment:

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

Work Location / Residency Preference

This position will be performed within Idaho, subject to business needs and applicable requirements. Preference will be given to candidates who reside in Region 5/6. If no qualified candidates from Region 5/6 are selected, preference may be given to candidates residing in other areas of Idaho. Travel within Idaho may be required for meetings, trainings, or events.