



# Notice of Vacancy

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## Leadership Development Specialist

Idaho School Boards Association  
199 N Capitol Blvd, Suite 503  
Boise, ID 83702

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The Idaho School Boards Association (ISBA) is a non-profit corporation whose members consist of all the traditional school districts and most of the public charter schools in Idaho. ISBA advocates for Idaho students and public education with leadership and service for local school boards.

### General Position Description:

Acts as a contact for the Leadership Development team under the supervision of the Leadership Development Director. Prepare and conduct workshops and maintain related materials for board professional development. Establish relationships with board members and district or charter staff. Respond to the needs of school board members by responding to questions or forwarding those questions to other staff.

### Essential Job Functions:

- Develops and conducts workshops designed to provide professional development for board members and administrators in their own local areas.
- Develops and conducts workshops for ISBA events, including but not limited to Annual Convention, Day on the Hill, Summer Leadership Institute, and Wednesday Webinar.
- Develops and conducts workshops for statewide programs or other workshops as needed.
- Develops information and training materials for online workshops, webinars, and/or publications.
- Provides individual contact and advice to board members and administrators on school board issues either by phone or in person.
- Markets board professional development to school districts and charter schools.
- Responsible for recommending to the Leadership Development Director the resources necessary to perform effectively.

### Minimum Job Qualifications:

- Experience in developing and making presentations before groups.
- Knowledge of adult education training methods and/or experience with adult learners.
- Knowledge of and possess skills in facilitation and decision-making processes.
- Demonstrates the ability to work collaboratively with a variety of groups.
- Demonstrates successful experience in public speaking and providing instruction or training to adults.
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Preferred Qualifications:**

- Experience or knowledge of the Idaho public education system.
- Knowledge of issues, trends, and practices related to education management.
- Demonstrates the understanding of the role of districts, charter schools, and superintendents/charter administrators in governance and leadership of public education.
- Demonstrates the ability to understand the role of the school board and administration, and their interrelationship.
- Successful experience in working with locally elected school districts, education service district, superintendents, and public charter school.
- Successful experience in working with local, state and federal agencies and organizations.

**Physical Qualifications:**

The work is primarily sedentary, but involves some standing, including multi-hour trainings. The tasks include seated work, the ability to present multi-hour trainings, some light carrying, manual dexterity and bending and lifting. The employee is frequently required to drive and travel throughout the state.

**Hours of Employment:**

Position may be either full time or part time.

**Travel:**

Travel will be required approximately 90% of the time, primarily in state.

**Licenses and Certifications:**

Must possess a valid driver's license.

**Salary Range:**

Salary range of \$55,000 - \$65,000 for full time, depending on qualifications and experience.

**Employee Benefits:**

Full-time employees will receive medical, dental, vision, life insurance, vacation leave, and sick leave. ISBA also participates in the Public Employee Retirement System of Idaho (PERSI). Part-time employees will not receive any benefits.

**Application Deadline:**

Opened until filled.

**Anticipated Start Date:**

To be negotiated.

**To Apply:**

Please email the following materials to Mika Milette at [mika@idsba.org](mailto:mika@idsba.org).

1. Letter of interest;
2. Current Resume; and
3. Two (2) to four (4) current letters of recommendation.