

ISBA - Job postings for iSucceed Virtual Schools

1. Academic Counselor - Middle School

Per iSucceed Virtual High School Policy eligible applicants MUST RESIDE WITHIN THE STATE OF IDAHO.

Job Classification: Certified/Exempt

Supervised by: Principal, Vice Principal or designee

Primary Function

The primary function of this position is to develop and manage a comprehensive school counseling program in a unique school environment. The Academic Counselor will use the majority of the time providing direct services such as academic guidance, individual student planning, graduation planning, college/career readiness, preventative and responsive services.

Essential Duties and Responsibilities

- *Ability to work as a team to accomplish school/district mission/goals
- *Responsible for academic scheduling and course planning for students quarterly in caseload
- *Review student's academic progress working with both teachers and students to ensure successful achievement within an online environment
- *Review student's transcripts to ensure proper class placement
- *Communicate with students and families digitally and in person (as needed) in a timely manner in conjunction with quarterly tasks and deadlines
- *Provide services to students that will assist them in achieving their educational, vocational, and personal/social needs and goals
- *Provide career counseling for post-secondary education and scholarship information
- *Refer students and their parents to community agencies, programs, or specialists as appropriate
- *Management and collaboration with the Counseling team/staff on department programs such as state assessment and college placement coordination, credit by proficiency, dual enrollment, Advanced Opportunities, college/career opportunities, McKinney Vento, 504's, etc
- *Assists and collaborates as needed in preparation for graduation ceremonies, testing or other program logistics
- *Travel as needed for statewide quarterly (or as applicable) for school orientation to onboard students in person, student event assistance or testing.
- *Other duties as assigned

Knowledge and Skills

- *Excellent customer service skills and ability to deal with difficult individuals while maintaining composure
- *Ability to work cooperatively and collaboratively with students, parents, staff, and the general public
- *Ability to work under pressure, pay attention to detail and meet deadlines,
- *Ability to maintain professional confidentiality
- *Excellent interpersonal, email and phone skills (written/verbal)
- *Positive consideration of additional language fluency skills in addition to English

- *Organizational skills, including ability to prioritize work and handle multiple tasks simultaneously
- *Ability to keep and maintain accurate and detailed reports and records
- *Ability to work in a culturally diverse environment
- *Proficient in Google applications, Microsoft Office application, video conferencing, school information and learning management systems

Education & Experience

- *Master's Degree Required
- *Valid Pupil Personnel Certificate from the State of Idaho
- *Additional consideration for additional fluency skills
- *2-3 years related experience or training preferred

Working Conditions

The position is located in the Boise, Idaho office. The Academic Counselor will spend long hours sitting and using office equipment and computers in an office environment, which can cause muscle strain. The position handles multiple tasks and is faced with constant interruptions.

The position may at times, need lift to large boxes or luggage (up to 50 pounds) or heavier with assistance and therefore must also be able to lift and bend repeatedly.

Additional information for posting:

Primary WORK LOCATION is BOISE office with some remote work flexibility each week

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To Apply: Please send the following documents to mcosgrove@isucceedvhs.net

- 1.) cover letter,
- 2.) resume
- 3.) copy of current IDAHO teaching certificate
- 4.) 3 letters of recommendation or recommendation emails
- 5.) be willing to sign a release of information on past job performance prior to interviewing

2.) Executive Assistant

Job Classification: Non-Exempt; Hourly

Supervised by: [Executive Director](#)

Primary Function

The primary function of this position is to support the executive functions of the Executive Director's office with clerical assistance, research and logistical support.

Essential Duties and Responsibilities

- Support Executive office in the day to day clerical functions including but not limited to: paperwork, creation and/or maintenance of electronic documents, spreadsheets, slides and related.

- Assist Executive Director with formatting and creation of routine communications, correspondence, reports with stakeholders
- General clerical work, data entry, and updating reports for Executive office tasks
- Assist with the planning of meetings, conferences and training as needed
- Event preparation, agenda creation and minute taking as needed
- Assist Executive Director with project and initiative logistics and planning and calendar/meeting scheduling
- Assist Executive Director with travel arrangements and purchase planning documentation
- Research information regarding different types of policy, grant requirements and expense considerations
- Track expenses and receipt documentation for special grants that may have specific time windows, related to education and charter schools (*for example*: ESSER/COVID funding, American Recovery Act, etc)
- Assist Administrative team with the formatting of policy, manuals, handbooks and related shared electronic documents
- Assist with the tracking of expenses for existing grants, state and federal requirements
- Research information regarding purchase comparisons for services and products as needed
- Ability to work as a team with all co-workers to accomplish school/district mission/goals
- Occasional travel as needed as applicable for conferences and trainings related to training or this position's duties
- Other duties as assigned

Knowledge and Skills

- Excellent and diplomatic customer service, interpersonal communication skills involving in person, video conference, messaging and email interactions
- Strong technology skills preferred in a variety of office applications and technologies
- Proficient and/or certified in editing, formatting and word processing of collaborative electronic documents with emphasis on Google applications (handbooks, manuals, spreadsheets, slides, etc)
- Knowledge or expertise with Google Apps for Education platform
- Willingness or expertise to train others on new or existing technologies for the purpose of collaboration between departments and across the organization
- General understanding of education policy, law and ability to learn specific areas of focus that are related to the Executive Director purview.
- Proficient with video conferencing and applicable office technologies for both in person and remote work

Education & Experience

- High school diploma, some college or related training preferred
- 1-3 years related experience or training
- *Hourly starting at \$18.25 to \$19.50hr DOE*
- *Full time preferred (Includes benefits) and Part time will be considered upon candidates meeting the skills and expectations of the position.*
- *Some flexibility in work schedule/hours depending on time of year/need*
- *iSucceed is teamwork and positive work environment focused*

- *This position assists the Executive office in organization, logistics and research in order to have an impact and influence on quality education offerings and operations for students across the state of Idaho*

Working Conditions

The position is located in the Boise, Idaho office. The Executive Assistant will spend long hours sitting and using office equipment and computers in an office environment, which can cause muscle strain. The position handles multiple tasks and is faced with constant interruptions.

The position must be able to lift large boxes or luggage (up to 50 pounds) or heavier with assistance, must also be able to lift and bend repeatedly when stocking laptops and boxes.

- Travel or in town errands may be occasionally required, must possess valid drivers license and insurance.

3.) Special Education Teacher

Per iSucceed Virtual High School Policy eligible applicants MUST RESIDE WITHIN THE STATE OF IDAHO.

Job Classification: Exempt, Contract

Supervised by: Principal, Special Education Director or administrative designee

Primary Function

The primary functions of this position is to provide development and facilitation of students' Individual Education Plans (IEPs); ensure that each student's special education goals and objectives are addressed; maintain and update special education records for accuracy and compliance, and conduct required special education meetings. He/she will be responsible for monitoring progress, evaluating coursework, conducting instructional and tutorial sessions, and holding regular office hours. Using the phone, online communication tools and various learning management applications and curriculum, the Special Education Teacher will contact students regularly to ensure their progress and success.

Essential Duties and Responsibilities

*Act as primary case manager and Advisor for each student on caseload. Confer as designated with parents, students, and professional staff regarding the needs of identified students.

*Advocate for students and families and foster self advocacy, supporting identification of strengths and challenges and possible supports.

*Provides teachers with accommodations and relevant information for instruction.

*Assist the student and parents in accessing the available curricular and technology resources.

- *Work cooperatively with regular education teachers, developing or assisting in the development of accommodations, and assisting the student with regular education assignments.
- *Provide direct services to students as identified on their IEPs.
- *Evaluate and monitor students' performance through the grading of assignments and assessments, and the timely posting of grades in the course management platform grade book.
- *Support and manage the delivery of necessary and identified related services as outlined on each student's IEP.
- *Support and manage the delivery of appropriate transition services and activities as outlined on each student's IEP.
- *Attend and participate in all staff training, professional development, student events, and testing events that are deemed applicable by administration.
- *Organize and prepare evaluation materials and testing for Eligibility Reports, serving as a team leader.
- *Respond in a timely fashion to student and parent issues and concerns via email or telephone, within 24 hours during school days, not including weekends and holidays.
- *Grade course assignments as soon as possible with applicable feedback and direction to promote increased student progress, no more than 3 school days/72 hour response time, not including weekends/holidays.
- *Organize and prepare Individual Education Plans in conjunction with the multidisciplinary team, serving as a team leader and working towards student led IEP's.
- *Participate in the online lab and service schedule as outlined by IEP's and administration.
- *Gather, store, monitor, and report data related to student learning to evaluate each student and determine progress toward IEP goals using various tools and software
- *Utilize best practices in the development of individual programs for each student.
- *Maintain appropriate paperwork, reports and documentation as required by school, district, state, and federal requirements.
- *Report appropriately and promptly to requests for information and action from administration, keeping supervisors apprised of weekly activities.
- *Uphold teacher expectations and procedures as determined annually regarding specific online system and communication duties.
- *Follow established special education tasks/procedures as determined by school administration related to school procedures (reviewed annually)
- *Assist in student recruiting, enrollment, and retention as needed.
- *Travel as needed statewide quarterly or as applicable, within the state of Idaho in order to provide appropriate special education services and/or attend required meetings associated with students in the special education program, assessments or to assist with quarterly school orientation/events in person
- *Ability to work as a team to accomplish school/district mission/goals
- *Other duties as assigned

Knowledge and Skills

- *Excellent student and parent service skills to carry out applicable duties
- *Knowledge or expertise with Google Apps for Education platform
- *Proficient with video conferencing, school information systems and learning management systems
- *Keep abreast of current trends and research in the special education field.
- *Knowledge of sophisticated technology both as a tool for learning and for completion of administrative tasks.
- *Must possess excellent oral, written, and interpersonal communication skills to appropriately communicate with students, parents, staff, community, and administrative staff.
- *Knowledge of principles related to motivation of students from varying ability levels and learning styles.
- *Must possess the ability to convey a professional image, as well as effectively represent the organization as appropriate in its relationship with the community.
- *Ability to be flexible in meeting the needs of diverse and at-risk learners and the school community.
- *Ability to demonstrate problem solving and decision-making abilities to facilitate the middle and high school learning experience
- *Expectations of high performance for both students and self.
- *Understanding of differentiated instruction, response to intervention, universal design for learning, progress monitoring, and instructional and self management strategies.
- *Thorough understanding of Idaho Special Education rules and regulations.
- *Adhere to confidentiality with regard to student information.
- *Ability to manage multiple tasks and deadlines and demonstrate a high level of self initiation.
- *Perform their teaching assignment, including the maintenance of the teacher's "Office", within the geographical boundaries of the state of Idaho, unless otherwise approved by the Board prior to June 20, 2016.

Education & Experience

- *Bachelor's degree in respective academic program or related field required; Master's Degree Preferred. Familiar with standard concepts, practices, and procedures within a field related to the area of instruction.
- *Hold or qualify for Idaho Teaching Certificate endorsed for Exceptional Child, K-12 Generalist. Preference given for additional certification and/or endorsements including, but not limited to, ESL, Secondary Reading, Language Arts, Math and/or Science.
- *Prefer 1-3 years or more related experience or training
- *Prefer knowledge of online instructional practices

Working Conditions

The position is located in the Boise, Idaho office. The Special Education Teacher will spend long hours sitting and using office equipment and computers in an

office environment, which can cause muscle strain. The position handles multiple tasks and is faced with constant interruptions.

The position must be able lift large boxes or luggage (up to 50 pounds) or heavier with assistance, must also be able to lift and bend repeatedly when stocking laptops and boxes.

Travel may be required, must possess valid drivers license and insurance.

iSVHS is an Equal Opportunity Employer. ADA and other applicable laws require iSVHS to provide reasonable accommodations to qualified individuals with disabilities.

As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho..."

Prospective and current employees are invited to discuss any accommodation issues with the school's administrative team.

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- 4.) 3 letters of recommendation or recommendation emails
- 5.) be willing to sign a release of information on past job performance

4.) Study Lab Tutor - 2 open positions

Job Classification: Classified: Hourly, Part-Time

Supervised by: School Administration. Certified staff

Primary Function

The primary function of this position is to provide tutoring and specially designed instruction. Day to day duties may vary but will include providing instruction to groups of students, assisting individual students with school work, documenting activities and work progress and conducting AVID tutorials (if applicable). The work is performed under the supervision of a designated certified staff and/or Principal/Vice Principal. The core duties of the position are performed in-person in a study lab setting with weekly online hours available to all students statewide.

Essential Duties and Responsibilities

Assist students in completing schoolwork, studying for exams and taking tests

Provide instruction in reading, math or writing to individual students or small groups in person and online
Assist students in using computers to complete and organize work, assist students with course completion plans and pacing charts as needed
Provide feedback to teachers and staff concerning student performance and behavior
Document student performance and track students' assignments
Track student attendance in lab
Conduct AVID tutorials both in person and online if applicable
Provide testing accommodations for students as needed
Promote Study Lab use to student body
Assist in maintaining a safe classroom and positive learning environment
Establish and maintain effective working relationships with students and parents
Maintain student and district confidentiality
Perform all work duties and activities in accordance with iSucceed policies, procedures and safety practices
Ability to work effectively as a team to accomplish school/district mission/goals
Communicate effectively, both orally and in writing
Other duties as assigned

Knowledge and Skills

Excellent customer service skills
Knowledge or expertise with Google Apps for Education platform preferred
Proficient with video conferencing, school information systems and learning management systems
Basic competency in Core Subjects: English, Social Studies, and Science at High School Level
Advanced competency in Math subjects such as Algebra I/II, Geometry, Integrated Math and advanced high school math courses is ideal

Education & Experience

High school diploma or GED equivalency
Classroom or other instructional experience is preferred or has an interest/focus in education in their current college studies
Computer, software and cloud application experience is preferred
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent tutor.

Working Conditions

The position is located in the Boise, Idaho office. The Tutor will spend long hours sitting and using office equipment and computers in an office environment, which can cause muscle strain. The position handles multiple tasks and is faced with constant interruptions.

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- 2.) resume
- 3.) letter of recommendation