



POSITION DESCRIPTION

Board Development Specialist

JOB TITLE: Board Development Specialist

FLSA STATUS: Non-Exempt

JOB TYPE: Full-Time

CREATED: August 2024

SUPERVISION

Work under the supervision of, and reports to, the Chief Learning Officer and Executive Director.

POSITION DESCRIPTION

Act as a direct service contact for the Board & Leadership Development team. Promote program services. Prepare and conduct workshops and maintain related materials for Board & Leadership Development department. Establish relationships with school board members and district/charter administrators. Respond to the needs of school board members by responding to questions or forwarding those questions to other staff.

ESSENTIAL JOB FUNCTIONS

Board & Leadership Professional Development

- Market board and leadership development to school districts and charter schools
- Support Chief Learning Officer in creating curriculum that supports school board leadership development
- Contact and schedule school districts and charter schools for board and leadership development
- Create and conduct in-district/charter, regional, statewide board and leadership development workshops
- Manage an online learning management system for asynchronous learning modules

Communication

- Author articles, curriculum, and promotional materials
- Respond to needs or questions of school board members and administrators
- Establish relationships with board members, administrators, and board clerks
- Visit school districts and charter schools often; attend board meetings
- Promote all of ISBA's services



POSITION DESCRIPTION

Board Development Specialist

General

- Work with staff at ISBA events
- Proof ISBA documents and publication materials
- Perform other duties as assigned or determined by Chief Learning Officer or Executive Director
- Communicate both orally and writing in the English language. The ability to communicate (whether orally or in writing) in any language other than English is certainly a plus, it is not a requirement of the position.
- Hold a current and valid driver's license and maintain it throughout the duration of employment

TRAVEL EXPECTATIONS

The work is conducted in the ISBA Office, at the employee's approved remote work station, and/or in-district/charter around the state. This position in particular will require daytime, evening, overnight travel, and occasional weekend travel, in conjunction with providing board and leadership development.

PHYSICAL QUALIFICATIONS

The work is primarily sedentary, but involves occasional standing, bending, stooping, light carrying (occasionally up to 25 pounds but more often 10-15 pounds), manual dexterity, and twisting. The work also includes providing and attending multi-hour presentations, meetings, and workshops, whether standing, sitting or a combination of standing/sitting.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will." In other words, either the employer or employee may terminate the employment relationship at any time for any reason with or without cause. The descriptions and terms set forth in this position description are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they shall not create a property right in the employee and are subject to change at the discretion of the employer. They are set forth only to advise the employee of when and what types of service will be required by Idaho School Boards Association, Inc. so long as the employment continues.

The employer is an equal opportunity employer and complies with the Americans with Disabilities Act.