



WE ARE HIRING

Board Development Specialist

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. The position is under the supervision of, and reports to, the Chief Learning Officer and Executive Director. This is a full-time, non-exempt, at-will position.

ABOUT US: The Idaho School Boards Association (ISBA) is a non-profit, service organization providing policy services, legislative advocacy, leadership support and quality, cost-efficient board development to association members. Founded in 1942 and representing more than 800 locally elected school board members throughout Idaho, ISBA strives to improve public education for all Idahoans through the continued development of community leaders.

WHAT A DAY IN THE POSITION COULD LOOK LIKE: School Boards play a significant role in public education, by establishing the vision and goals for the public schools in their communities, setting standards for the performance of school superintendents and charter administrators, and more. In this role, you're traveling to school districts and charter schools across Idaho to support their leadership development, strategic planning, goal setting, and more. This is not a traditional 9- to -5 position, but rather, a position that travels you across the state meeting and developing the wonderful volunteers stepping up to serve their public schools. You'll be in the field 2-3 nights per week, once comfortable, and adjust your weekly schedule according to your travels.

SALARY & BENEFITS:

Salary: The salary range is \$65,000-\$85,000 per year, depending upon experience.

Benefits:

- Insurance: comprehensive health/dental/vision/EAP insurance package (monthly premium paid 100% for employee by ISBA); life insurance (premium paid by ISBA)
- Retirement: PERSI Base Plan; opportunity to participate in PERSI Choice Plan
- Hybrid work schedule

Paid Time Off: *(Per the ISBA Employee Handbook)*

- PTO (vacation) leave, starting at two weeks per year and higher accrual with years of service;
- Sick leave
- Holiday leave, including the week between the Christmas and New Year holidays;
- Parental leave
- Medical appointment flexibility, providing up to 2 hours of leave per month for medical appointments, including mental health support.
- Half-day Fridays during the summertime



Idaho School Boards Association

Board Development Specialist

LOCATION: While the ISBA Office is located in downtown Boise, Idaho, we are open to the location of the candidate so long as the candidate lives in the state of Idaho.

PREFERRED QUALIFICATIONS

(these are not required qualifications, but are preferred):

- Bachelor's degree
- Experience serving as a board member (school board, nonprofit board, etc.)
- Experience in the K-12 setting
- Experience with adult training/leadership development



TO APPLY:

To apply, please provide the following items:

- Cover Letter
- Resume
- Three (3) letters of recommendation or three (3) names of references

And send to the ISBA office via one of the following methods:

- Email: misty@idsba.org
- Mail: ISBA c/or Misty Swanson, 199 N Capitol Blvd, Suite 503, Boise, ID 83702

Please no phone calls.

Please note: The selected candidate's hiring will be contingent upon them passing a background check.

TIMELINE: The position is open until filled, however, candidates are encouraged to apply by October 1. The start date is flexible, however, we request it prior to November 1, 2024.

TRAVEL EXPECTATIONS: The work is conducted in the ISBA Office and/or 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. Applicant must possess a valid Idaho driver's license.

PHYSICAL QUALIFICATIONS: The work is frequently 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, moving, and sitting.

JOB DESCRIPTION: See the ISBA website for additional information on the position, including the Job Description.

