

Advanced Opportunities

Southwest Idaho Advanced Opportunities Contractor Position

Purpose: Advanced Opportunities is a statewide program that benefits public school students in grades 7-12. The Idaho State Department of Education is seeking an individual to service Idaho regions 3 and 4 to maintain and support Advanced Opportunities by working with school districts, postsecondary institutions, students, parents, and other stakeholders.

Qualifications:

- Bachelor's degree in an educational related field required, master's degree preferred
- Minimum of three years' experience in counseling, advising, teaching, or administration
- Ability to understand complex laws and rules and apply them in a range of settings
- Ability to explain complex laws and rules to lay-audiences
- Excellent oral and written communication abilities
- Budget and data management acumen
- Knowledge of secondary and postsecondary processes and requirements
- Ability to work independently and in a virtual setting
- Ability to proactively establish and maintain productive professional relationships with a wide variety of stakeholders (administrators, counselors, registrars, parents, etc.)
- Knowledge of Advanced Opportunities, College/Career Advising, or related field
- Ability to learn and adapt quickly
- Ability to engage audiences interactively

Responsibilities:

This part-time contract position serves as the regional representative for the State Department of Education's Advanced Opportunities and College and Career Readiness Advising programs and reports to the Advanced Opportunities Coordinator at the SDE. The duties associated with this position include supporting the implementation of these programs in school settings and student involvement in Advanced Opportunities. The successful candidate is expected to partner with school districts to streamline processes, clarify program requirements, train on SDE processes and procedures for data submission, identify and document best practices, communicate guidance, provide technical assistance, problem-solve and generally serve as the face of Advanced Opportunities on a regional level. This position is also responsible for maintaining ongoing communication with the SDE regarding successes, concerns and feedback from the field. Additionally, this position may be responsible for assisting the Advanced Opportunities Coordinator in validating data from schools for accurate, timely payments.

Contractor Requirements:

As this is a contract position, the successful candidate must have reliable transportation, a valid driver's license, a computer with a current operating platform, Microsoft Office suite, flexibility to travel regionally up to 50% of the time on the job, ability to have flexible work schedule, and the ability to pass a background check. Residence in Southwest Idaho preferred.

Approximate hours per week: 7-14

Duration of Contract: July 30, 2018 through May 31, 2019

Pay range: \$16,000-\$20,000

How to apply:

Please send the following documents to tpolishchuk@sde.idaho.gov by **July 20th, 2018**.

- Letter of Interest
- Resume
- 3 references or letters of recommendation
- SDE application

Questions can be referred to:

- Tina Polishchuk at (208)332-6944- tpolishchuk@sde.idaho.gov
- Stephanie Childress at (208) 502-0298- schildress@sde.idaho.gov
- Kasi Beorchia at (435) 414-9810- kbeorchia@sde.idaho.gov



IDAHO STATE DEPARTMENT OF EDUCATION

PO BOX 83720

BOISE, IDAHO 83720-0027

7/08

Name: _____ Telephone Number: _____

Address: _____
(Street, City, State, Zip)

Position Applying For: _____

If hired, how soon can you accept employment: _____

Names of relatives working for the State Department of Education: _____

EDUCATION

List below all institutions of higher education you have attended and degrees received (if any) starting with the most recent. Transcripts will be required for all finalists.

Name of Institution City/State	Degree Received/Date	Major	GPA

Describe any professional or academic honors, awards, publications and/or other evidence of professional recognition which you feel is pertinent for the position advertised. (Attach additional pages if necessary)

Do you have current professional licenses or certificates?	YES	___	NO	___
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If yes, please explain:

EMPLOYMENT

List all positions held in the last 10 years, starting with the most recent position. Employers listed may be contacted in regard to your application for the position with the State Department of Education. Three letters of recommendation are required as part of this application.

Name of Employer City/State	Dates of Employment	Position Held	Supervisor's Name	Reason for Leaving

Number of years teaching in grades K-12 _____

Number of years under contract in administration for grades K-12 _____

Please describe briefly any pertinent job responsibilities for any of the positions mentioned in the Employment section:

Have you ever served in the Military?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, complete the following information:

Type of Discharge	Dates of service	Branch & Rank when discharged

Have you ever been denied Bonding or Security Clearance?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Have you ever been convicted of a crime other than a minor traffic violation, in any State, Federal, or Military Court?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

For the purpose of the previous question, a conviction includes withheld judgments, deferred prosecutions, and findings of guilt based on a plea of *nolo contendere*.

Have you ever had a certificate, license, diploma, or other education credential denied, revoked, or suspended?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If your answer was yes to any of the above questions, please explain circumstances fully below and, if necessary, attach additional pages. Include names and addresses of employers, institutions and administrative officers involved.

I certify that I am a U.S. citizen, permanent resident or a Foreign National with authorization to work in the United States.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration).	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Under the laws of perjury I declare that all of the information given on this application is true and correct. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with the State Department of Education terminated.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If auxiliary aids or services are needed for individuals with disabilities, call (208) 332-6853 or TDD 1 (800) 377-3529.

The State Department of Education (SDE) is a **DRUG FREE WORKPLACE**. It is a condition of employment with the SDE that employees comply with this policy. Employment with the SDE is at-will and all staff serve at the pleasure of the State Superintendent of Public Instruction. Employment can be terminated at any time with or without cause and with or without notice.

Signature: _____ Date: _____

Send your letter of interest, resume, completed application and three letters of reference or the names and contact information of three professional references to:

Email: tpolishchuk@sde.idaho.gov OR **Mail:** Idaho State Department of Education **Fax:** 334-2228
 ATTN: Advanced Opportunities
 P.O. Box 83720
 Boise, ID 83720-0027

**AUTHORIZATION FOR RELEASE OF PERSONNEL RECORDS AND OTHER
EMPLOYMENT INFORMATION**

You are hereby authorized and directed to release any and all records, reports and information concerning my past, present or future employment with the State Department of Education.

Furthermore, I, _____, in consideration of the Department release of my personnel records and other employment information, agree to never institute any suit or action at law or in equity, including, but not limited to, any suit for defamation or negligence against the State Department of Education by reason of any claim I now have or may hereafter acquire relating to the release of my personnel records and other employment information pursuant to this release.

This authorization is freely and voluntarily given and shall be effective until revoked in writing by me.

Signature _____

Date _____

Equal Employment Opportunity Information

The State Department of Education is attempting to assure equal opportunity. Your cooperation in voluntarily furnishing the information requested below would be appreciated. This information will be kept confidential and separate from the application process.

Racial/Ethnic Group

- Black
- American Indian or Alaskan Native
- White
- Asian
- Hispanic
- Other _____

Sex

- Male
- Female

Please check if any of the following are applicable:

- Veteran
- Vietnam Veteran
- Disabled Veteran
- Disabled Individual

How did you learn of this position?

Hiring decisions are made without regard to race, color, religion, national origin, sex, age, or disability. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.