



**STATE OF IDAHO**  
invites applications for the position of:

## **IPTV Education Specialist**

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<b>SALARY:</b>	\$23.31 - \$25.50 Hourly \$48,484.80 - \$53,040.00 Annually
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	09/21/22
<b>CLOSING DATE:</b>	10/07/22 11:59 PM
<b>DESCRIPTION:</b>	

**This position is located in the Idaho panhandle region and the incumbent must have the ability to commute within this territory including but not limited to Latah, Benewah, Shoshone, Kootenai, Bonner, Nez Perce, and Boundary counties.**

As an Education Specialist, you would contribute directly to advancing Idaho Public Television's mission to encourage lifelong learning, connect our communities, enrich the lives of all Idahoans, and tell Idaho's stories.

This is a limited service position funded by a grant and is expected to last approximately three years with the possibility of continued service upon expiration of the grant.

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

### **EXAMPLE OF DUTIES:**

#### **Primary Role & Responsibilities**

The Education Specialist will:

- Share IdahoPTV and PBS KIDS content and resources with parents, educators, and early learning community organizations through educational events, workshops, and trainings.
- Organize, plan, and facilitate family learning activities, afterschool programs, camps, workshops, and educator trainings that promote IdahoPTV education efforts, PBS KIDS resources, and the utilization of educational media to improve student achievement and facilitate learning through a variety of media-rich, interactive learning experiences for learners and families.
- Cultivate and maintain partnerships with educators, libraries, afterschool programs, community partners, school districts, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences at community events.
- Collaborate on grant proposal preparation, execution, and rigorous reporting requirements, including managing and adhering to project budgets.
- Take a participatory and inclusive design approach to projects: using and establishing new ways of inviting audience and partner input, testing, and feedback.
- In collaboration with the Education Manager and communications team, integrate social media event-related messaging, including Twitter and Facebook, into outreach events.
- Work quickly, creatively, professionally, and calmly in high energy, deadline-based environment. Handle multiple tasks and priorities.
- Collaborate with IdahoPTV education and outreach staff, production staff, and communication colleagues to develop and feature a consistent voice and experience for

- our users across products and content areas.
- Ensure that work products and organizational interactions engage diverse perspectives.
- Assist with other IdahoPTV educational initiatives as needed.
- Other duties as assigned.

**Essential Job Functions:**

- Listening, speaking, writing, and collaboration skills to work effectively with colleagues across departments and partner organizations.
- Ability to advocate for new ideas and push initiatives through to completion.
- Ability to plan, coordinate, create, and provide oversight of multiple, simultaneous projects.
- Ability to sit or stand for extended periods of time, including extended workdays or work weeks when on deadline or managing events.
- Calm and resourceful responses when challenges occur, or when schedule is unexpectedly disrupted or under tight deadlines.
- Ability to work evenings, weekends, and occasional overnight travel.

**MINIMUM QUALIFICATIONS:**

**Experience:**

- Researching, planning, developing, writing, and evaluating educational programs for specific audiences and modalities
- Using a personal computer for word processing, spread sheets and desk top publishing.
- Preparing and delivering educational talks to groups.

**Preferred Qualifications:**

- Classroom experience as a teacher or aide.
- A Teaching certificate.
- Experience utilizing technology in an educational setting to enhance learning.
- The ability to read, speak and write Spanish.
- Bachelor's degree in Education or equivalent combination of education and experience serving children, families, and educators.
- Experience working with pre-school children and their families
- Experience in training others, presenting to a group, and effective public speaking.
- Experience researching and preparing written reports.
- Experience using computers and Microsoft Office programs and Apple technology (iPads, etc.).
- Experience working with video conferencing platforms such as Zoom.
- Valid driver's license.

**Our ideal candidate has:**

- A demonstrated passion for education.
- A demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively in teams.
- A commitment to educational equity, ensuring projects support inclusive access and implementation.
- A desire to learn, a proactive attitude, and an ability to adapt quickly to change.
- The ability to communicate with tact, diplomacy, and professionalism while representing IdahoPTV to families, educators, partners, and the general public.
- The ability to work with diverse constituencies, partner organizations, and stakeholders.

Excellent communication and organizational skills.

**SUPPLEMENTAL INFORMATION:**

Some overnight travel is required.

This position involves days, evenings, weekends, and occasional overnight travel, and sitting or standing for extended periods of time, including extended work days or work weeks when on deadline or managing events.

To learn more about Idaho Public Television, please visit our website at: [www.idahoptv.org](http://www.idahoptv.org)

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be an Education Specialist for Idaho Public Television.

### How to Apply:

Click the green "Apply" button above. Please submit an up to date resume and a cover letter that describes how you meet the minimum and/or preferred qualifications and the ideal characteristics of the position.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations. The successful candidate must pass a background check.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

Position #15791  
IPTV EDUCATION SPECIALIST  
JB

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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### **IPTV Education Specialist Supplemental Questionnaire**

- \* 1. For each of the following areas describe your work experience for specific audiences and modalities: (A) Planning and researching educational programs. (B) Developing and writing educational programs. (C) Evaluating educational programs for effectiveness. Typical qualifying background would be at least one year of experience in which this was a predominant and frequent job requirement.
  
- \* 2. Describe your specific training and experience using a personal computer and software for word processing, spreadsheets and desktop publishing. Typically gained by formal training in each of the three software packages and at least three months of applied experience OR if you have at least 6 months of experience using this software.
  
- \* 3. Do you have one year of experience requiring you to prepare and deliver educational talks to groups? This activity must have been a regular, frequent and required job responsibility.
  - No
  - Yes
  
- \* 4. Extra Credit - Do you have a Bachelor's degree in Education or equivalent combination of education and experience serving children, families, and educators?
  - I have a Bachelor's degree in education.
  - I have completed some coursework in education and have at least two years of experience serving children, families and/or educators.
  - I have four years of experience serving children, families and/or educators.
  - I have a Bachelor's degree in Education and experience serving children, families and/or educators.
  - I have more than four years of experience serving children, families and/or educators.

- I have no Bachelor's degree in education, nor do I have four years of experience serving children, families and/or educators or any combination to equal four years.
- \* 5. Extra Credit - What is your experience level working with pre-school children and their families?
- I have less than one years' experience
  - I have 1-4 years' experience
  - I have 5-10 years' experience
  - I have more than 10 years' experience
- \* 6. Extra Credit - What is your proficiency level using video conferencing platforms, such as Zoom?
- I have used these products for one year.
  - I have used these products for two years.
  - I have used these products for three years.
  - I have used these products for less than one year or have not used these products.
- \* 7. Extra Credit - Do you possess or have the ability to obtain a valid drivers' license?
- Yes    No
- \* 8. Extra Credit (desired, not required) Do you have the ability to read, speak and write both Spanish and English?
- Yes    No
- \* 9. Extra Credit (desired, not required) Are you, or have you ever been, a certified teacher?
- Yes    No
- \* 10. Extra Credit (desired, not required) Do you have experience utilizing technology in an educational setting to enhance learning? Typically this is gained through one year of experience utilizing technology to enhance learning within an educational setting.
- Yes    No

\* Required Question