JOINT SCHOOL DISTRICT NO 171

Preparing The Next Generation To Thrive

Vacancy Announcement

Date: January 9, 2026

Position: Transcript Specialist

Location: Idaho Youth ChalleNGe Academy-Pierce, ID
http://www.idyouthchallenge.com

The Idaho Youth ChalleNGe Academy (IDYCA) is Idaho's premier academic intervention for at-risk youth. The ideal candidate will have a desire to work with at-risk youth who live in a residential setting. Teamwork is emphasized in getting these Idaho at-risk youth prepared to return to school and/or the workforce.

Position Overview:
Manage all academic records, transcript processing, and student data systems for 130-150 cadets per cycle.

Key Responsibilities:

Records & Transcript Management
- Process and audit official transcripts
- Transcribe grades ensuring Idaho graduation requirement compliance
- Distribute transcripts to schools, colleges, military, and other institutions

Student Information Systems
- Manage Skyward: course scheduling, class assignments, grade level placement
- Maintain databases including DRC Insight and Folderwave

Testing Coordination
- Prepare TABE testing
- Manage GED practice testing and coordinate official GED testing

Academic Support
- Prepare Individual Graduation Plan classes
- Assist with credit recovery and GED classes

Administrative
- Primary academic contact for all inquiries
- Order supplies and create diplomas

Qualifications:

- Strong organizational abilities, data management experience, attention to detail, student information system proficiency, and excellent communication skills.
- Solid understanding of Microsoft Office and Google Classroom applications.
- Experience with Skyward preferred.
- The Applicant must be able to pass a criminal background check and drug screening.

Starting Wage: $21.04 per hour

Benefits:
Employee medical, vision, and dental insurance coverage paid 100% by the district. Family benefits paid at 80% coverage. $20,000 employee life insurance and $2,000 dependent life insurance paid by the district. Eligible for PERSI retirement.

Closing Date: January 23, 2026

Start Date: As soon as possible after hire

Daily Schedule: Four-day school week with periodic Friday workdays

Direct Inquiries: Jim Hill, Principal: 208-400-2260
hillj@jsd171.org or jhill@idyouthchallenge.com

Applications Available:
https://orofinojsd171.schoolinsites.com/employmentopportunities
(select Classified Application)
Email- HR@jsd171.org
Central Office- 1145 Riverside Ave. Orofino, ID 83544

Please return application materials to Human Resources- HR@jsd171.org

EOE/AA EMPLOYER
VETERANS' PREFERENCE