

Position Announcement

Idaho Digital Learning

1303 E Central Dr., Suite 200, Meridian, Idaho 83642
For more information contact hr@idahodigitallearning.org
Phone: (208) 342-0207 Website: <http://idahodigitallearning.org>

CONTRACTOR: Course Developer

Under the direction of the Director of Academics, the content developer will be responsible for conducting a full range of activities required to prepare for and develop an online course.

Minimum Qualifications:

- Coursework and background in education
- Coursework in and knowledge of a specified content area
- Strong interpersonal/human relations skills
- Strong written and verbal communication skills
- Strong technical skills
- Experience working in deadline-driven environments
- Experience working with students
- Ability to coordinate with Idaho Digital Learning Academy (IDLA) staff
- Ability to work independently
- Ability to organize time, projects and details
- High level of reliability and responsibility
- Strong attention to detail
- Must be a self-starter with the ability to multi-task and meet defined deadlines
- Must be flexible, committed, energetic, and receptive to change
- Ability to develop, write and implement online lessons
- Ability to easily adapt to and learn new technologies

Desired Qualifications:

- A degree in an education field
- Subject Matter Expertise
- Previous experience in developing e-learning coursework
- Previous experience in BrainHoney Learning Management System strongly recommended
- Knowledge of national standards (such as Common Core) and Idaho Content Standards
- Knowledge of iNacol standards for online course development.
- Knowledge of Quality Matters Standards for course design.
- Ability to work under pressure to meet deadlines
- Knowledge of websites and sources for Open Educational Resources
- Ability to plan, prioritize and coordinate multiple projects
- Knowledge of at-risk students
- Online development experience

Position Responsibilities:

- Work with appropriate personnel to research, develop and create credit recovery courses as determined by IDLA
- Ensure that all items in the course meet state and national standards for content and instructional design.
- Make certain that coursework is: 1) accurate, 2) consistent with all IDLA policies, procedures, and formatting and 3) consistent with best practices for online instruction
- Maintain primary responsibility for course developing
- Meet deadlines for courses reviews and final course completion.
- Develop and maintain a master file of course materials
- Meet regularly with Director of Academics or designee regarding course progress and course evaluation
- Other duties as assigned

Application Deadline: October 28th, 2011

Please submit a letter of interest outlining your qualifications, references with contact information, and a current resume to www.applitrack.com/idla/onlineapp. Following prescreening of applications, interviews may be scheduled.

Contract Terms and Compensation: Part time, without benefits. Contract Developer can expect to be paid a stipend of approximately \$2000-\$3500 per course depending on the content area and course needs.

This position reports directly to Director of Academics who works in conjunction with an Academic Specialist and has an immediate contract date.

Work Environment:

This is a remote position. Contract Developer will provide the necessary equipment and internet connectivity to complete the required tasks.

The Idaho Digital Learning Academy is an Equal Opportunity Employer.

Time constraints do not allow us to reply individually to each applicant; however, all resumes will be reviewed and candidates who meet our requirements will be considered for future assignments. Please e-mail your application materials to the IDLA, Human Resource Department, at hr@idla.k12.id.us.