



Idaho Digital Learning Alliance
PO Box 10017
Boise, Idaho 83707
208.342.0207
IdahoDigitalLearning.org

Position: Part-time Online Principals

Position Summary:

The primary purpose of the Online Principal is to supervise online teachers. The Online Principal will be responsible for the monitoring of online teacher interactions and delivery of services to all stakeholders to ensure quality implementation. The Online Principal will be responsible for handling stakeholder concerns and discipline matters pertaining to faculty and students. The Online Principal will attend IDLA supervision meetings and additional meetings as needed. Excellent communication skills are essential as much of the job entails speaking with IDLA teachers, school counselors, administrators, students, and parents.

Essential Duties and Responsibilities:

Cooperate and collaborate with IDLA staff, administration, and Idaho school districts, which include but are not limited to the following:

- Observe online courses and conduct teacher evaluations as assigned.
- Supervises and monitors all teacher interactions and delivery of services to all stakeholders to ensure quality implementation.
- Ensure teachers are meeting the requirements of students IEP/504/ELP plans.
- Develop and work with discipline issues including acceptable use, due process hearings, plagiarism, and other disciplinary issues. Communicating and working with students, parents, and districts in relationship to these issues.
- Implements IDLA policies and procedures and collaborates with IDLA administration to develop and modify policies and procedures to meet the goals of the organization.
- Communicate an online, visible leadership presence in all online courses.
- Represent IDLA and communicate program information and successes to the community it serves.
- Establish and advance quality relationships via phone, email, and in-person contact to build rapport with various stakeholders.
- Maintain an understanding of current online education ideas, trends, and practices pertaining to the areas of responsibility for this position.
- Participate in professional development activities including online classes and regional conferences.
- Develop intervention plans for struggling teachers and students.
- Assist the IDLA Supervision Manager and other Administrators as requested.
- Keep the Supervision Manager informed about current critical issues and the status of areas under his/her control.
- Meet professional obligations through efficient work habits such as meeting deadlines,

- schedules, coordination resources and meetings in an effective and timely manner.
- Assist in instructor evaluations and suggest areas for professional development of faculty.
 - Other duties outlined by the Supervision Manager and Administrators.

Qualifications: Masters Degree, current Idaho teaching certificate, and administrator certification.

Desired Qualifications: 3 or more years of administrative experience and experience in online education.

- Strong interpersonal/human relations skills.
- Public speaking skills.
- Ability to teach, instruct, and conduct training sessions.
- Ability to coordinate with IDLA staff.
- Ability to work independently.
- Ability to organize time, projects and details.
- High level of reliability and responsibility.
- 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 plan, organize and complete complex tasks and evaluate results.
- Ability to multi-task projects/efforts and meet aggressive deadlines.
- Ability to imbue a mindset of customer service, quality and efficiency.
- Ability to operate a computer and software programs.
- Ability to employ innovative problem solving techniques to accomplish objectives.
- Superior professional written and verbal communication skills.

Working Conditions:

All work is performed in an online environment. The principal is responsible for providing the necessary technology to access course information and for communicating with the teachers and students. All work performed for IDLA shall not interfere with current employer policies including but not limited to: use of equipment, work schedule, and/or employer resources.

Application Procedure:

Apply online at www.AppliTrack.com/idla/onlineapp

Training Expectations:

New online principals participate in asynchronous and synchronous training for 5 weeks upon hire date.

Salary Information:

Current part time online principals are paid based on a per course basis. Payment for each assigned course ranges from \$155 per course to \$360 per course. Principals can expect to be assigned between 2-5 courses per semester beginning in Fall 2021. Part time employees do not receive any employment benefits.