



Idaho Digital Learning
3224 Pro Tech Drive
Boise, Idaho
208.342.0207
IdahoDigitalLearning.org

Position Description – Manager of Instruction

Position Summary:

The Manager of Instruction for Idaho Digital Learning is an educational leader who guides, directs, and supports quality online instruction. This position ensures quality in online instruction, provides support and mentoring, helps maintain partnerships and relationships with key partners, and supports the Idaho Digital Learning mission to bring a quality online learning experience to each student we serve.

The Manager of Instruction will evaluate Full-Time Teachers, assign teachers to all online courses, assist in the coordination of our AP and Dual Credit program, and lead projects and initiatives to build and improve online learning models. The Manager of Instruction will help coordinate regional support for Regional Pods. The Manager of Instruction will report to the Director of Curriculum and Instruction, and will communicate and coordinate with other teams.

Essential Duties and Responsibilities:

The duties of this position include, but are not limited to the following:

- Oversee and evaluate quality of instruction for Full-Time Teachers and reflect principles of evaluation from Charlotte Danielson’s Framework for Teaching.
- Ensure quality of instruction through administration and evaluation of feedback surveys. Take responsibility for support and mentoring of instructors to ensure quality instruction in each online course.
- Collaborate with the Supervision Team to improve instructional practices and evaluate and adjust teacher evaluation practices.
- Lead planning and projection for each semester, to ensure each online course is facilitated by a certified, highly-qualified teacher.
- Collaborate with Idaho Digital Learning’s higher education partners to build and maintain dual credit relationships.
- Lead the Idaho Digital Learning team to grow and expand AP and Dual Credit offerings. Lead the course approval process and the instructor approval process.
- Lead and participate in the project management process. Serve as project manager for projects focusing on instruction.

- Plan, coordinate, and monitor instructional support needs of Regional Pods.
- Provide high-level, professional customer service to students, parents, teachers, personnel and all stakeholders.
- Communicate with various levels of school officials, district administrators, state lawmakers, and state departments.
- Assist with other duties as assigned by the Director of Curriculum and Instruction.

Minimum Qualifications:

- Valid Idaho Administrator certificate
- Five years experience in related area, with escalating responsibilities over the years
- Preferred experience evaluating teacher performance
- Strong project management skills and proven ability to lead projects and implement efficient and effective processes
- Provide knowledge of a repertoire of learning strategies and differentiated instructional strategies that can be implemented into online courses across a variety of content areas
- Strong attention to detail and a quick learner
- Experience working in learning management systems (Schoology and/or Buzz preferred)
- Preferred experience as an instructor in a K-12 or higher education environment
- Strong working knowledge of Word, Excel, and use of Google tools

Language and Communication Skills:

- Ability to compose, read, interpret and edit complex documents and correspondence
- Communicate effectively to all stakeholders, both orally and in writing
- Follow detailed written and verbal instructions
- Accurately enter, edit, and proofread numerical and text data
- Ability to create and edit presentation materials

Reasoning Abilities:

- Ability to apply common sense understanding to execute instructions furnished in written, oral, or diagram form.
- Ability to problem-solve (ex. involving concrete variables in standardized situations, etc.)
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to analyze and interpret data

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

Salary:

This is a full time, year-round position that requires location at the Idaho Digital Learning Boise Office. Annual salary is \$70,000 and includes excellent medical/dental insurance and paid leave benefits.