



Idaho Digital Learning
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Boise, Idaho 83709
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IdahoDigitalLearning.org

Position Description – Supervision Manager

Position Summary:

The Supervision Manager for Idaho Digital Learning is an educational leader who guides, directs, and supports quality assurance in our online program. This position ensures quality in online instruction, provides support and mentoring to online principals, 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 Supervision Manager will evaluate Part-Time Principals, assign principals to all online courses, help provide support and mentoring to all principals, and directs teacher evaluation rubrics and processes. The Supervision Manager will help coordinate regional support for districts and will report to the Director of Supervision and Instruction, as well as 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 evaluation and support of Part-Time Principals and reinforce principles of evaluation from Charlotte Danielson’s Framework for Teaching.
- Assign principals to teachers, maintaining appropriate workload for each principal to support their ability to provide quality feedback and build relationships with their teachers.
- Collaborate with members of the professional development team to identify and provide appropriate professional development for principals working in the online classroom.
- Coordinate mentoring and support for online principals, both online and within each region.
- Align teacher evaluation rubrics and other tools to appropriate standards, and maintain that alignment to standards as they are updated.
- Review and adjust teacher evaluation tools and processes to ensure quality feedback is provided to each teacher to improve their performance.
- Work with the Instruction Manager to review student and teacher survey data, and respond accordingly to any areas of concern.
- Lead and participate in the project management process. Serve as project manager or work on project teams as directed.
- Plan, coordinate, and monitor supervision 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 online 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
- Preferred experience in analyzing data

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 intermittent travel in state or out of state. Candidates must reside within the state of Idaho. Annual salary is \$80,000 and includes excellent medical/dental insurance and paid leave benefits. The position start date is dependent upon candidate's availability.