



Idaho Digital Learning Alliance
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Boise, Idaho 83709
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IdahoDigitalLearning.org

Position Description – Full-Time Course Development Specialist

Position Summary:

The Course Development Specialist is an experienced educator who, under some administrative guidance, will lead and work with team members to revise and develop engaging, high quality curriculum for all IDLA students. This successful applicant will build course content in the Learning Management System (LMS) using content tools and resources provided by IDLA. All IDLA staff work together to help provide equity, opportunity, and access to Idaho students.

Essential Duties and Responsibilities:

- Provide leadership and oversight in the implementation of state standards, curriculum, instruction, and assessment within online courses to increase student achievement.
- Provide direction, expertise, and strategies to course designers and online instructors to support the academic needs of students with unique learning needs including ELL, ESL, and Special Education.
- Work with various team members to complete revision and development of IDLA curriculum projects.
- Serve as project manager for team-based development projects, hosting weekly meetings, documenting progress, and providing support and training for external team members.
- Maintain IDLA Curriculum to account for updated links, broken items, and other adjustments needed as directed by the IDLA Curriculum Manager.
- Support and coordinate tasks with IDLA Department Lead Teachers.
- Assist in documenting IDLA Course Development procedures and styles.
- Develop and teach a wide repertoire of learning strategies and differentiated instructional strategies that can be implemented into online courses across a variety of content areas.
- Assist in the selection, development, management, and mentoring of IDLA instructional staff and/or part-time content team members across a variety of content areas.
- Support faculty by providing professional development and growth activities, with a focus on best practices for teaching and delivery of online courses.
- Serve as a statewide online instruction specialist, providing collaboration and assistance to IDLA stakeholders.
- Represent IDLA with a high level of professionalism in various stakeholder meetings and events.

- Complete a variety of special projects as assigned by the Curriculum Manager.

Minimum Qualifications:

- Bachelor's Degree in education or technology-related field
- Three years of classroom experience or background in K-12 and/or higher education
- Two years of experience with implementing technology in an educational setting
- Experience in online instruction, curriculum development, instructional design, assessment, and professional development
- Must be detailed-oriented and highly organized.
- Must possess positive, professional interpersonal skills.
- Must demonstrate the ability to work efficiently but with high attention to details.

Desired Qualifications:

- Idaho Teaching Certificate (secondary, elementary, specialist)
- Master's Degree or advanced coursework in educational technology, online learning, or curriculum & instruction
- Five years of classroom experience/background in K-12 and/or higher education
- Experience using the Schoology Learning Management System (or similar LMS)
- Leadership experience in online learning curriculum development
- Experience with multimedia authoring programs, HTML and web development tools
- Experience leading professional development and/or training of teachers

Responsibilities and Duties:

- Use superior communication and collaboration skills to lead a small team of educators in the online development process.
- Demonstrable project management skills with the ability to meet project quality and schedule commitments.
- Produce and edit detailed documents and correspondence.
- Quickly learn new technologies.
- Maintain important records efficiently and accurately.
- Maintain confidentiality of information processed or prepared.
- Perform duties and responsibilities independently.
- Establish and maintain effective working relationships with other IDLA employees, supervisory personnel, State and local elected officials, and the public.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Perform time management and scheduling functions, meet deadlines, and set project priorities, including following up on such functions or projects.
- Perform duties with awareness of all requirements and IDLA policies.
- Other duties as assigned.

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.

Application:

The position is open until filled. Applications are available online at www.AppliTrack.com/idla/onlineapp Documents required for a complete application included: Current resume, letter of introduction, and one recent letter of reference. Application materials will only be accepted through the online application. Questions about the application process can be emailed to hr@IdahoDigitalLearning.org.

Hours and Salary:

This position is full time and year-round with benefits that include medical insurance, PERSI retirement and paid leave. During working hours, the employee is to concern themselves strictly with the business of Idaho Digital Learning Alliance and the duties of this position. At no time during working hours, shall the employee perform any services or make or receive any telephone calls on behalf of any other entity/individual or for any private business or employment that are not part of the employee's job responsibilities with Idaho Digital Learning Alliance, unless previously approved by your Director. Salary is \$52,000 annually, dependent upon the applicant's credentials.

Location:

The position is remote and employee is responsible for maintaining a home office with reliable, high speed Internet. Computer equipment is provided by IDLA. The successful candidate may be asked to travel to the Boise office for required collaboration or training up to 4 times per year. The applicant must currently reside in Idaho.

The Idaho Digital Learning Academy is an Equal Opportunity Employer.