



Idaho Digital Learning Alliance
3324 S. Pro Tech Dr., Ste. 200
Boise, Idaho 83709
208.342.0207
IdahoDigitalLearning.org

Position Description – Course Development Specialist

Position Summary:

The Course Development Specialist for the Idaho Digital Learning Alliance (IDLA) is an experienced master practitioner and teacher-leader who, under some administrative direction, performs professional work and serves as a resource for IDLA. This position influences decisions in content-area curriculum, teaching strategies, student intervention strategies, accessibility solutions, implementation of state standards and evaluation of instructional materials within online courses.

The Course Development Specialist will lead and work with team members to revise and develop IDLA curriculum to provide an engaging, high quality online learning experience for all students. This position will build course content in the LMS using content tools and resources provided by IDLA. This position will also work with the Content Team, IDLA Faculty and Staff, and other team members 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 in a project-based approach.
- 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 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 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 classroom experience or background in K-12 and/or higher education
- Two years experience with implementing technology in an educational setting
- Experience in online instruction, curriculum development, instructional design, assessment, and professional development
- Superior communication and collaboration skills, including evidence of a strong ability to build and maintain relationships with teachers and staff
- Excellent and demonstrable project management skills with the ability to meet project quality and schedule commitments
- Strong technology skills and experience using technology for teaching and learning
- The ability to thrive in a fast-paced, entrepreneurial environment with multiple project management responsibilities

Desired Qualifications:

- Idaho Teaching Certificate (secondary, elementary, specialist)
- Master's Degree or advanced coursework in educational technology, online learning, or curriculum & instruction
- Five years 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

Qualifications:

- Ability to provide excellent customer service to stakeholders via written and verbal communication.
- Ability to multi-task in a fast-paced work environment.
- Ability to produce and edit complex documents and correspondence.
- Ability to analyze and interpret data.
- Ability to easily adapt to and learn new technologies.
- Maintain important records efficiently and accurately.
- Maintain confidentiality of information processed or prepared.
- Perform duties and responsibilities independently.
- Ability to coordinate, research, and analyze special projects/reports.
- Proficient operation of office equipment including a computer and job-related software such as

Word, Excel, Access, PowerPoint and others.

- Proficient knowledge of database structure with the ability to enter, manipulate, and report data.
- 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.
- Ability to perform duties with awareness of all requirements and IDLA policies.
- Must be detailed-oriented and highly organized.
- Must possess positive, professional interpersonal skills.

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:

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. Salary is \$50,000 dependent upon the applicant's credentials. Position is located in Boise Office.

The Idaho Digital Learning Academy is an Equal Opportunity Employer.