



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

Position Description - Course Development Specialist (Computer Science, Health Science, Natural Science focused)

Position Summary:

We are seeking a highly skilled and collaborative person to join our IDLA content development team. As part of this team, you will play a key role in designing and developing engaging and effective online courses. Your responsibilities will include leading project meetings, collaborating with subject matter experts, utilizing multimedia tools, and staying updated on best practices in online education. We are looking for individuals with strong organizational skills, attention to detail, and a passion for creating learner-centered experiences. The Content Development Specialist must also be proficient in using a variety of multimedia tools and technologies to enhance the learning experience.

Essential Duties and Responsibilities:

- Lead project meetings to ensure active participation, effective communication, and collaboration among team members.
- Facilitate discussions, decision-making processes, and issue resolution within the team.
- Identify potential bottlenecks or delays and communicate them to the manager.
- Collaborate with team members to design and develop engaging online courses.
- Apply instructional design principles and learning theories to create well-structured and learner-centered online courses while adhering to copyright laws.
- Utilize multimedia tools and technologies to enhance the learning experience, promote learner engagement, and meet accessibility guidelines.
- Work with the learning management system team to upload and organize course materials, configure assessments, and troubleshoot any technical issues related to course delivery.
- Stay updated on trends, technologies, and best practices in online education and instructional design through professional development opportunities.
- Monitor and stay informed about updates, revisions, or changes made to procedures and style guides.

- Write lesson content, assignments, assessments, rubrics, tests, answer keys and interactivity information for new or revised online courses.
- Submit comprehensive feedback on lesson content to include improvements in standards alignment, depth of knowledge, clarity, pacing, workload, and reading level, and provide the final recommendation on content revisions.
- Represent IDLA with a high level of professionalism in various stakeholder meetings and events.
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in education, instructional design, or a related field.
- 3+ years of experience in developing and delivering online courses.
- Strong writing, editing, and communication skills.
- Proficiency in using a variety of multimedia tools and technologies.
- Experience with the learning management system (LMS).
- Ability to work independently and as part of a team.
- Ability to meet deadlines and work under pressure.

Desired Qualifications:

- Master's degree in education, instructional design, or a related field.
- 5+ years of experience in developing and delivering online courses.
- Experience with a variety of instructional design models and approaches.
- Experience with accessibility guidelines.
- Experience with project management.
- Experience with professional development.
- Applicants with expertise in the following subject matters will be prioritized: Science, Health Sciences, Computer Science

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 include: 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 \$58,900 to \$65,100 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.