



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

Position Description – Part-Time Course Development Specialist (Contracted Services)

Position Summary:

The Part-time 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:

- Work with various team members to complete the 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.
- Develop a wide repertoire of learning strategies and differentiated instructional strategies that can be implemented into online courses across a variety of content areas.
- Represent IDLA with a high level of professionalism in various stakeholder meetings and events.
- Complete a variety of special projects as assigned by the Director of Curriculum or 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

- 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)
- 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

Qualifications:

- Ability to multi-task in a fast-paced work environment.
- Ability to produce and edit complex documents and correspondence.
- Ability to easily adapt to and learn new technologies.
- 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 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:

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 part-time, with flexible hours, and year-round. Compensation is awarded per course

developed and varies based upon the size of the project and the current need for IDLA development projects.

Location:

The position is remote but will require some synchronous professional development and team meeting time over Zoom or other virtual conference tools each week.

The Idaho Digital Learning Academy is an Equal Opportunity Employer.