



Idaho Digital Learning Alliance  
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IdahoDigitalLearning.org

## **Position Description – Subject Matter Expert Lead**

### **Position Summary:**

The IDLA Subject Matter Expert Lead is similar to a copy editor in that they are an experienced writer who, under some administrative guidance, will lead and work with subject matter experts to write high-quality text for our curriculum for all IDLA students. This successful applicant will mentor a team of online course content writers for appropriate styles and formats of writing to be delivered in courses in a Learning Management System (LMS). 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 writing process of lessons for online courses to increase clarity and readability for the target student demographic.
- Provide direction, expertise, and strategies for recruitment and training of subject matter experts to write lessons that support the academic needs of students with unique learning needs including ELL, ESL, and Special Education.
- Work with various team members to train them in how to write quality lesson text, proofread copy, check for accuracy and copyright, and provide feedback for revision.
- Create and implement consistent templates within our course authoring software that provide consistent style, tone, format, grammar, content accuracy, and plagiarism to be used during the development process.
- Serve as project manager for team-based writing projects, hosting weekly meetings, documenting progress, and providing support and training for external team members.
- 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 writing engaging and interactive online lessons and assessments.

- Serve as a statewide online writing specialist, providing collaboration and assistance to IDLA stakeholders.
- Conduct research and ongoing evaluation of online course content and assessment writing best practices.
- Represent IDLA with a high level of professionalism in various stakeholder meetings and events.
- 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.

**Minimum Qualifications:**

- Bachelor's Degree in education or English, journalism, or writing-related field
- Two years of experience with writing lessons or leading curriculum projects in an educational setting
- 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.
- Must have experience training others, preferably ages 5-adult.
- Must have deep knowledge of copyright law.

**Desired Qualifications:**

- Idaho Teaching Certificate (secondary, elementary, specialist)
- Experience in educational technology, online learning, or curriculum & instruction
- Three 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 leading professional development and/or training of teachers

**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](http://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](mailto: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 the 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.***