

### **Position: Part-time Online Instructor - All Content Areas**

- Application deadline 3/01/2024

Hiring in all content areas, with priority needs in:

- American Sign Language (ASL)
- Computer Science
- Dual Credit Entrepreneurship
- Dual Credit Introduction to Art
- Dual Credit Psychology
- Dual Credit Speech
- Dual Credit US History
- Intro to Culinary Arts
- Introduction to Drafting/Design Technology
- Personal Finance

#### Description:

The Idaho Digital Learning Academy, a statewide virtual school, has openings for part-time Online Instructors. These part-time positions work remotely and are located anywhere in the state of Idaho.

The Online Instructor is responsible for providing an online environment that fosters the intellectual, emotional, motivational, and psychological aspects of online students. Online Instructors monitor and demonstrate a presence within the online course by posting announcements, moderating class discussions, and providing feedback on student work. Student contact, as well as communication with local school support, is a vital function of an Online Instructor and is imperative for the success of the online student.

#### Minimum Qualifications:

- Idaho resident (preference given to applicants residing in Idaho; out-of-state applicants may still apply)
- Bachelor's Degree in Education or content area
- Current Idaho Secondary Teaching Certificate (preference given to state-issued certificate; applicants with an interim certificate may still apply)
- Endorsement in content area
- Classroom or online teaching experience
- Strong interpersonal/human relations skills
- Strong written and verbal communication skills
- High level ability of operating in an online capacity
- Ability to work independently
- Ability to organize time, projects and details
- High level of reliability and responsibility

- Must be a self-starter with the ability to multi-task and meet defined deadlines
- Must be flexible, committed, energetic, and receptive to change
- Ability to employ innovative problem solving techniques to accomplish objectives

Essential Duties and Responsibilities: Include, but are not limited to the following:

- Organize and deliver online instruction through a Learning Management System
- Communicate regularly with students via discussion boards, email, phone call, or video or web conferencing
- Communicate and collaborate with parents, local school personnel, and IDLA support team members and administration
- Grade and provide feedback on assignments
- Submit timely reports which include bi-weekly progress reports and final grades according to the posted IDLA calendar
- Provide support and intervention to students
- Create instructional modifications required by a special education student's IEP or 504
- Revise online content as directed
- Resolve student issues with parents, local school personnel, and IDLA administration
- Adhere to and enforce IDLA's Acceptable Use Policy
- Adhere to the Code of Ethics for Idaho Professional Educators
- Maintain compliance with fair use and copyright law
- Work with discipline issues including acceptable use, due process hearings, plagiarism, and other disciplinary issues
- Communicate an online, visible leadership presence in all online courses
- Represent IDLA and communicate program information and successes to the community it serves
- Participate in professional development activities including online classes and regional conferences
- Be flexible and available at times that are convenient for your students
- Meet professional obligations through efficient work habits such as meeting deadlines, schedules, coordination resources and meetings in an effective and timely manner
- Course Instructors are observed by their online principal on a regular basis

Equipment Requirements:

- Computer
- Phone
- High-Speed Internet Access
- Depending on your teaching style: Headset and/or Webcam (optional)

Important Information:

- Idaho Digital Learning FAQ (view on website)
- Idaho Digital Learning Website: <http://www.idahodigitallearning.org/>
- Compensation: Idaho Digital Learning Instructors are paid up to \$170.00 per student in their course and can earn an additional \$35.00 per student bonus based on exceptional teaching