



Idaho Digital Learning Alliance  
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[www.IdahoDigitalLearning.org](http://www.IdahoDigitalLearning.org)

## **Position Description - Elementary Instructional Coach**

The Elementary Instructional Coach will provide training and support to IDLA Online Elementary Instructors and Teaching Assistants. Working in partnership with the Supervision Team and Professional Development Team, this position will identify instructional support needs and deliver professional development to help meet each teacher's needs. They will also support the instructional development of all Elementary Teachers in understanding the Science of Reading, ECRI Routines, the Danielson Framework for Teaching, and data analysis for the purpose of informing instruction.

The Elementary Instructional Coach will meet regularly with Elementary Teachers to provide ongoing training and support. This position may be located anywhere in Idaho. This position may require limited travel for training, professional development, or to attend organizational meetings.

### **Essential Duties and Responsibilities:**

- Hours: 40 hours/week.
- Serve as the primary point of contact for teachers who need assistance in online instructional strategies or web tools
- Requires the ability to be available for questions and support, especially during busy times such as the start of sessions
- Create and maintain a positive supportive relationship with all teachers and principals within the IDLA network
- Serve as a leader for the Idaho Digital Learning Alliance Staff, specifically as it relates to quality online elementary instruction
- Share best practices regarding instruction for new and returning teachers
- Provide teachers with guidance on instructional strategies and content available they will use in their classes to differentiate instruction and create a positive online community
- Meet regularly with instructors to provide intentional and individualized coaching
- Facilitate synchronous and asynchronous professional development activities with teachers, as needed
- Assistance with internal training, professional development course facilitation and maintenance, and/or summer conference sessions, as needed
- Provide subject matter expertise to the online instructional practice, review processes and procedures, including input for professional development course development and content creation/delivery
- Maintain confidentiality of information.
- Ability to perform duties with awareness of all requirements and Idaho Digital Learning Alliance policies
- Other duties as assigned

### **Desired Qualifications:**

- Current Idaho teaching credential
- Ability to be flexible with time and respond to issues that need immediate attention
- Deep understanding of the IDLA Instructor Rubric
- Extensive background using technology within curriculum and instruction
- Experience in, and an understanding of, the Science of Reading and ECRI Routines
- Experience in understanding iStation data and reports
- Online teaching experience
- Strong communication skills
- Detail oriented

### **Language and Communication Skills:**

- Ability to compose, read, interpret and edit complex documents and correspondence
- Communicate effectively to all stakeholders, both orally and in writing
- Follow detailed written and verbal instructions
- Accurately enter, edit, and proofread numerical and text data
- Ability to create and edit presentation materials

### **Reasoning Abilities:**

- Ability to apply common sense understanding to execute instructions furnished in written, oral, or diagram form
- Ability to problem-solve (ex. involving concrete variables in standardized situations, etc.)
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to analyze and interpret data

### **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 essential functions.

### **Salary Information:**

This position is full-time and year-round with benefits that include medical insurance, PERSI retirement, and paid leave. Salary is \$60,705 - \$67,095 depending upon the applicant's credentials with necessary home office equipment and communication and internet connectivity provided, as required by the position.

### **Working Conditions:**

All work is performed in an online environment. The Instructional Coach may be located anywhere within Idaho with occasional travel required to attend IDLA training, regional events, or other sponsor's professional development.

**No Concurrent Employment Policy:**

During working hours, the employee is to concern themselves strictly with the business of the 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 a part of the employee's job responsibilities with the Idaho Digital Learning Alliance, unless otherwise approved by your director.

**Application Deadline/Procedure:**

This application is open until filled. This position is open for immediate placing with flexibility provided on a starting date, depending upon the applicant's availability. Apply online at:

[www.AppliTrack.com/idla/onlineapp](http://www.AppliTrack.com/idla/onlineapp)