



Idaho Digital Learning Alliance
3324 S. Pro Tech Drive
Boise, Idaho 83709
208.342.0207
IdahoDigitalLearning.org

Position Description – Online Instructor - Elementary

Position Summary:

The Online Instructor is responsible for providing an online environment that fosters the intellectual, emotional, motivational, and psychological aspects of online students. Online instructors design and deliver instruction synchronously, including intervention and extension lessons. Online Instructors monitor and demonstrate a presence within the online course during synchronous sessions, and 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 K-8 teaching certificate
- Two years experience in the classroom or online teaching environment
- Two years of experience with implementing technology in an educational setting
- Experience in online instruction, curriculum development, instructional design, assessment, and professional development
- Strong technology skills and experience using technology for teaching and learning
- The ability to thrive in a fast-paced, environment with multiple responsibilities
- Strong interpersonal and communication skills
- High-level ability to operate in an online capacity
- Positive and professional demeanor

Desired Qualifications:

- Master's Degree or advanced coursework in educational technology, online learning, or curriculum & instruction
- Master's Degree or advanced coursework in Early Literacy
- Experience using the Schoology Learning Management System (or similar LMS)
- Experience in online learning curriculum development

Essential Duties and Responsibilities:

The duties of this position include, but are not limited to the following:

- Organize and deliver online instruction synchronously through Zoom and asynchronously

through iStation and the Schoology Learning Management System

- Communicate regularly with students via Zoom, discussion boards, email, phone call, or video or web conferencing
- Assist in creating parent and student orientation, navigation training, content scope and sequence, and overall development of an online program for elementary students K-6
- 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
- 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
- Provide support and intervention to students
- Revise online content as directed and create instructional modifications required by a special education student's IEP or 504
- Resolve student issues with parents, local school personnel, and IDLA administration
- Mentor and train online instructors
- Provide leadership and oversight in the implementation of state standards, curriculum, instruction, and assessment within online courses to increase student achievement.
- Provide direction, expertise, and strategies to course designers and online instructors to support the academic needs of students with unique learning needs including ELL, ESL, and Special Education.
- Work with various team members to complete development, organization and revision of IDLA curriculum in a project-based approach.
- Adhere to the Code of Ethics for Idaho Professional Educators
- Meet professional obligations through efficient work habits such as meeting deadlines, schedules, coordination resources and meetings in an effective and timely manner

Hours and Salary:

This position will teach full-time during the 2024-2025 school year (August 14, 2024 - May 28, 2025). This position can be located anywhere in Idaho. The annual salary range is \$48,240-\$53,340, depending upon experience. Full-time positions are eligible for excellent medical insurance coverage, PERSI retirement, and paid leave. IDLA provides necessary home office equipment and reimbursement for communication and internet connectivity as required by the position.

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:

Position is open until filled. Applications are available online at www.AppliTrack.com/idla/onlineapp
Documents required for a complete application include: current resume and letter of introduction.
Application materials will only be accepted through the online application. Questions about the application process can be emailed to hr@IdahoDigitalLearning.org.