
Position Summary:

We are seeking a part-time highly skilled and motivated Special Populations Mentor to join our team at the Idaho Digital Learning Alliance (IDLA). The ideal candidate will possess a deep understanding of special education practices and principles, with a strong background in online learning environments. This role involves providing expert guidance and support to our faculty and staff, ensuring that our educational programs, websites, and courses are accessible and tailored to meet the diverse needs of all students, including those with special educational needs.

Key Responsibilities:

- Attend and actively participate in monthly meetings and engage in Content Area Professional Learning Communities (PLC) under the direction of the Secondary Instructional Coach and other IDLA leadership.
- Offer a range of strategies to teachers for differentiating instruction in their online classes.
- Contribute expertise to the IDLA Accessibility Committee regarding the end-use accessibility of IDLA's programs, websites, and courses.
- Act as a leader for faculty and staff on Special Education (SpEd) specific items, providing consistent, reliable support and being a resourceful point of contact.
- Assist with Just in Time sessions, Professional Development (PD) course input, and/or summer conference sessions as needed.
- Lead and facilitate both synchronous and asynchronous professional development activities focusing on SpEd areas of need.
- Establish and maintain positive, collaborative relationships with IDLA faculty and staff to provide targeted mentoring for identified improvement needs.
- Develop and share resources for personal and professional growth with the IDLA community.
- Offer expertise to the PD department, leading and mentoring teacher teams on accommodations and/or modifications to enhance course accessibility.
- Ensure the confidentiality of sensitive information.

- Build and maintain productive relationships with IDLA faculty and staff, being readily available for support, especially during critical times such as the start of sessions or finals.
- Perform duties with an understanding and adherence to current IDLA policies.

Requirements:

- A Bachelor's or Master's degree in Special Education.
- Valid teaching certification, preferably with a specialization in Special Education.
- Extensive experience in online education and special education, demonstrating expertise in instructional strategies, curriculum development, and accessibility standards.
- Excellent communication and interpersonal skills, capable of fostering strong collaborative relationships.
- Proven ability to lead, mentor, and support educators in an online environment.
- Strong organizational skills and the ability to handle multiple tasks simultaneously.
- Flexibility to adapt to the evolving needs of the role and the organization.
- Commitment to continuous professional development and sharing knowledge with peers.
- Daytime availability will occasionally be required.

Hours and Salary:

This position will provide services to IDLA in a part-time capacity (less than 20 hours per week). This position can be located anywhere in Idaho. Compensation is \$27,000 - 30,000 per year depending upon experience. Part-time positions are not eligible for insurance, retirement, or paid leave. Part-time positions will provide their own necessary home office equipment and communication and internet connectivity as required by the position.

Application:

The position is open until filled with hiring scheduled during the Spring 2024 semester. Applications are available online at www.AppliTrack.com/idla/onlineapp. Interested candidates should submit a resume, cover letter, and any relevant certifications or references. Your cover letter should highlight your experience in special education and online learning, as well as your passion for using technology to enhance educational accessibility and outcomes for all students. Application materials will only be accepted through the online application. Questions about the application process can be emailed to hr@IdahoDigitalLearning.org.