



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

POSITION – ONLINE TEACHING ASSISTANT - ELEMENTARY

Please Note: This position is posted for full-time for the 2025-26 school year.

Position Summary:

Online teaching assistants work under the supervision of a lead teacher, providing additional assistance and instruction to students. Teacher assistants will facilitate one-on-one or small group virtual meetings with students to provide additional instruction and support. This role will also include substitute teaching.

Minimum Qualifications:

- Friendly, positive disposition with a willingness to support teachers, students, and parents
- Familiar with the developmental needs of K-5 students
- Understand how to motivate, create structure, and engage students
- Knowledge of basic educational procedures and objectives, including instruction and presentation, preparation of teaching materials and aids, behavior management and modification, and student-teacher relations and interactions
- Know how to recognize student challenges in the curriculum assigned and recommend and provide enrichment lessons, assignments, etc. if necessary
- Ability to communicate and work effectively from a home/remote office location through the use of various online tools

Desired Qualifications:

- Experience in an educational setting working with students in grades K-5
- Be able to handle and maintain good working relationships on an ongoing basis
- Must have the ability to communicate student progress and challenges in a constructive way with both teachers and students
- Must be able to remain patient with each student, regardless of the child's varying abilities and background
- At least two years of college or have an associate's degree
- Must be resourceful and creative in explaining lessons in a manner that is customized to each student's ability to absorb information

Essential Duties and Responsibilities:

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

*Professional development will be provided prior to any class assignments.

- Provide instructional reinforcement for individual students or small groups of students
- Help teachers with progress monitoring, grading, and other administrative tasks
- Assist with administrative duties such as setting up meetings and preparing materials
- Attend to students' physical, personal, academic, and emotional needs
- Support students with special needs by following provisions specified in their IEPs/504 Plans
- Perform other duties as directed by the lead teacher and administration which may include substitute teaching
- Work under the direct supervision of IDLA lead teachers
- Guide and facilitate individual and small group virtual/distance learning
- Utilize curriculum, textbooks, and learning resources provided by IDLA
- Assist students in communicating (email, video conferencing etc...)
- Communicate with parents/guardians regarding students' progress
- Follow the scope and sequence of the assigned curriculum with guidance from the certified classroom teacher
- Adheres to confidentiality with regard to student information
- Adhere to the Code of Ethics for Idaho Professional Educators
- Meet professional obligations through efficient work habits such as meeting deadlines, and schedules, coordinating resources and meetings in an effective and timely manner
- Establish and maintain collaborative working relationships with students, teachers and staff members, and other personnel
- Communicate effectively, both orally and in writing
- Demonstrate integrity and ingenuity in the performance of assigned tasks
- Perform all work duties and activities in accordance with Idaho Digital Learning Alliance policies, procedures, and safety practices.
- Substitute teach for teachers in planned and emergency situations throughout the contracted year
- Attend all collaboration, PLC, and 1:1 planning meetings

*Background check will be conducted.

Application:

This position begins in August 2025. The start date will be communicated out during the interview process. Apply online at [AppliTrack](#). The required documents are a current resume and a letter of introduction. Only online applications are accepted. For application process questions, email hr@idla.org.

Compensation: For Full-Time 182-day Contract

- Starting salary: \$30,495, dependent on education and experience.
- Includes health insurance, PERSI benefits, and paid leave.
- Necessary computer equipment, software, and applications.

Work Environment:

- Remote work in an online environment.
- Employee is responsible for obtaining high-speed internet to allow them to communicate effectively.
- Participation in bi-annual in-person IDLA events is required. Occasional meetings at the IDLA Office in Boise may also be required.

Employment Policy:

- No concurrent employment during working hours without prior approval.
- Must focus solely on IDLA duties during working hours.
- Adherence to current employer policies on equipment use, work schedule, and resources.

Physical and Mental Requirements:

- Ability to communicate effectively, see and comprehend written instructions, and operate office and computer equipment.
- Must be able to sit or stand for extended periods and perform physical tasks such as bending and reaching.
- Reasonable accommodations will be made for individuals with disabilities.

Equal Employment Opportunity (EEO) Statement:

IDLA is an Equal Opportunity Employer, committed to providing equal employment opportunities without discrimination based on veteran status, disabilities, race, color, religion, political affiliation, sex, national origin, genetics, or other protected statuses. Reasonable accommodations are available upon request. Contact (208) 342-0207 (TTY/TTD: 711) or HR@IDLA.org for accommodations. Preference may be given to qualified veterans.

Preference for Applicants:

Preference will be given to applicants who live in or around the Treasure Valley (unless a region is identified in the job description), followed by those within the state of Idaho. Out-of-state applicants will be considered if no suitable in-state candidates apply.

At-Will Employment:

Employment with IDLA is at-will, meaning the employer or employee can terminate the employment relationship at any time, with or without cause or notice.