



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

Position Description - Course Development Specialist

Position Summary:

IDLA's content development team is looking for an experienced teacher who loves crafting engaging courses almost as much as they love a good Wi-Fi signal. As part of this team, you will play a key role in designing and developing engaging and effective online courses. Your responsibilities will include leading project meetings, collaborating with subject matter experts, utilizing multimedia tools, and staying updated on best practices in online education. We are looking for individuals with strong organizational skills, attention to detail, and a passion for creating learner-centered experiences. The Content Development Specialist must also be proficient in using a variety of multimedia tools and technologies to enhance the learning experience.

Essential Duties and Responsibilities:

- Lead project meetings to ensure active participation, effective communication, and collaboration among team members.
- Facilitate discussions, decision-making processes, and issue resolution within the team.
- Identify potential bottlenecks or delays and communicate them to the manager.
- Collaborate with team members to design and develop engaging online courses.
- Apply instructional design principles and learning theories to create well-structured and learner-centered online courses while adhering to copyright laws.
- Utilize multimedia tools and technologies to enhance the learning experience, promote learner engagement, and meet accessibility guidelines.
- Work with the learning management system team to upload and organize course materials, configure assessments, and troubleshoot any technical issues related to course delivery.
- Stay updated on trends, technologies, and best practices in online education and instructional design through professional development opportunities.
- Monitor and stay informed about updates, revisions, or changes made to procedures and style guides.
- Write lesson content, assignments, assessments, rubrics, tests, answer keys and interactivity information for new or revised online courses.
- Submit comprehensive feedback on lesson content to include improvements in standards alignment, depth of knowledge, clarity, pacing, workload, and reading level, and provide the final recommendation on content revisions.

- Represent IDLA with a high level of professionalism in various stakeholder meetings and events.
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in education, instructional design, or a related field.
- 3+ years of experience in developing and delivering online courses.
- Strong writing, editing, and communication skills.
- Proficiency in using a variety of multimedia tools and technologies.
- Experience with the learning management system (LMS).
- Ability to work independently and as part of a team.
- Ability to meet deadlines and work under pressure.

Desired Qualifications:

- Bachelor's degree or teaching certification secondary education.
- 5+ years of experience in developing and delivering online courses.
- Experience with a variety of instructional design models and approaches.
- Experience with accessibility guidelines.
- Experience with project management.

Experience with professional development.

Compensation:

- Salary: \$62,510 dependent on education and experience.
- Includes health insurance, PERSI benefits, and paid leave.
- Necessary computer equipment, software, and applications.

Application:

Position is open until filled. Apply online at [AppliTrack](#). The required documents are a current resume, letter of introduction, and one recent letter of reference. Application materials will only be accepted through the online application. Questions about the application process can be emailed to hr@idla.org.

Preference in Hiring:

Candidates located elsewhere in Idaho will be considered if no qualified applicants are available from the Treasure Valley. Out-of-state applicants will only be considered if the position is deemed hard to fill. This preference aligns with our commitment to fostering strong connections and minimizing travel-related challenges.

Supplemental Information:

- **Remote Work Environment:** All work is performed in an online environment. The employee is responsible for providing the necessary technology to access course information and for communicating with teachers and students. All work performed for IDLA shall not interfere

with current employer policies, including but not limited to the use of equipment, work schedule, and/or employer resources.

- **Participation in IDLA Events:** All IDLA employees are required to participate in our bi-annual events held in the spring and fall. These events are crucial for professional development, team building, and staying updated with organizational advancements.
- **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 is not a part of the employee's job responsibilities with the Idaho Digital Learning Alliance, unless otherwise approved by your director.
- **Physical and Mental Requirements:** 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 the essential functions.
- **Equal Employment Opportunity (EEO) Statement:** The Idaho Digital Learning Alliance (IDLA) is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. IDLA also prohibits discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

IDLA is dedicated to ensuring access and reasonable accommodations for individuals with disabilities. Auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, please contact (208) 342-0207 (TTY/TTD: 711), or email HR@IDLA.ORG.

Preference may be given to veterans who qualify under state and federal laws and regulations.

- **At-Will Employment Statement:** Employment with Idaho Digital Learning Alliance is at-will, meaning that either the employer or the employee can terminate the employment relationship at any time, with or without cause or notice.