



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

Position Description – Part-time Online Instructor: All Content Areas

Position Type: Non-Exempt, Part-Time

Hiring in all content areas, with priority needs in:

- American Sign Language (ASL)
- Driver Education
- Dual Credit Psychology
- Dual Credit Speech
- Dual Credit Sociology
- Family & Consumer Science
- French
- German
- Japanese
- Music

Job Summary:

The Idaho Digital Learning Academy, a statewide virtual school, has openings for part-time Online Instructors. These part-time positions are remote and can be located anywhere in the state of Idaho.

The Online Instructor is responsible for providing an online environment that fosters the intellectual, emotional, motivational, and psychological aspects of online students. Online Instructors monitor and demonstrate a presence within the online course 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.

Job Responsibilities:

- Deliver and manage online instruction through the Learning Management System.
- Communicate consistently with students via discussion boards, email, phone, and video/web conferencing.
- Collaborate with parents, local school staff, IDLA support teams, and administration.
- Grade assignments, provide timely feedback, and submit required progress reports and final grades according to the IDLA calendar.
- Support students through interventions and instructional assistance as needed.
- Create instructional modifications required by IEPs or 504 plans.
- Revise online course content as directed and maintain a visible instructional presence in all courses.
- Resolve student concerns in partnership with parents, school personnel, and IDLA administration.
- Uphold IDLA policies, including Acceptable Use and the Idaho Code of Ethics for Professional Educators.
- Ensure compliance with copyright and fair-use guidelines.
- Address discipline-related matters such as plagiarism, acceptable use violations, and due process

requirements.

- Represent IDLA professionally and communicate program information to the community.
- Participate in required professional development, including trainings, online courses, and conferences.
- Maintain strong organizational and time-management practices to meet deadlines and instructional obligations.
- Be reasonably available at times convenient for students.
- Participate in regular instructional observations conducted by the online principal.

Minimum Qualifications:

- Idaho resident (preference for in-state candidates; out-of-state applicants may apply).
- Bachelor's degree in Education or related content area.
- Current Idaho Secondary Teaching Certificate (state-issued preferred; interim certificates accepted).
- Endorsement in the subject area taught.
- Classroom or online teaching experience.
- Strong interpersonal, written, and verbal communication skills.
- High proficiency in online teaching environments and digital tools.
- Ability to work independently, stay organized, and manage multiple tasks effectively.
- Reliable, self-motivated, flexible, and receptive to change.
- Strong problem-solving skills and ability to apply innovative instructional strategies.
- Consistent professionalism, responsibility, and adherence to deadlines.

Equipment Requirements:

- Computer
- Phone
- High-Speed Internet Access

Important Information:

- Idaho Digital Learning FAQ (view on website)
- Idaho Digital Learning Website: <https://idla.org/careers/>
- Compensation: Idaho Digital Learning Instructors are paid up to \$182.00 per student in their course and can earn an additional \$35.00 per student bonus based on exceptional teaching

Application:

Position is open 02/09/2026. Apply online at [AppliTrack](#). The required documents are a current resume and a cover letter. Only online applications are accepted. For application process questions, email hr@idla.org.

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 as provided in state and federal law. Should you need to inquire about an accommodation or have any questions about the application process, please contact (208) 342-0207 (TTY/TTD: 711) or HR@IDLA.org for more information.

At-Will Employment:

Employment with IDLA 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.

Work Location / Residency Preference:

This position may be performed remotely within Idaho, subject to business needs and applicable requirements.