



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

Position Description: Part-time Online Principal

Position Type: Non-Exempt, Part-Time

Job Summary:

The primary purpose of the Online Principal is to supervise online teachers. The Online Principal will be responsible for the monitoring of online teacher interactions and delivery of services to all stakeholders to ensure quality implementation. The Online Principal will be responsible for handling stakeholder concerns and discipline matters pertaining to faculty and students. The Online Principal will attend IDLA supervision meetings and additional meetings as needed. Excellent communication skills are essential as much of the job entails speaking with IDLA teachers, school counselors, administrators, students, and parents.

Job Responsibilities:

Cooperate and collaborate with IDLA staff, administration, and Idaho school districts, which include but are not limited to the following:

- Observe online courses and conduct teacher evaluations as assigned.
- Supervises and monitors all teacher interactions and delivery of services to all stakeholders to ensure quality implementation.
- Ensure teachers are meeting the requirements of students IEP/504/ELP plans.
- Develop and work with discipline issues including acceptable use, due process hearings, plagiarism, and other disciplinary issues. Communicating and working with students, parents, and districts in relationship to these issues.
- Implements IDLA policies and procedures and collaborates with IDLA administration to develop and modify policies and procedures to meet the goals of the organization.
- Communicate an online, visible leadership presence in all online courses.
- Establish and advance quality relationships via phone, email, and in-person contact to build rapport with various stakeholders.
- Maintain an understanding of current online education ideas, trends, and practices pertaining to the areas of responsibility for this position.
- Participate in professional development activities including online classes and regional conferences.
- Develop intervention plans for struggling teachers and students.
- Assist the IDLA Supervision Manager and other Administrators as requested.
- Keep the Supervision Manager informed about current critical issues and the status of areas under his/her control.

- Meet professional obligations through efficient work habits such as meeting deadlines, schedules, coordination resources and meetings in an effective and timely manner.
- Assist in instructor evaluations and suggest areas for professional development of faculty.
- Other duties outlined by the Supervision Manager and Administrators.

Minimum Qualifications:

- Masters Degree, current Idaho teaching certificate, and administrator certification.
- 3 or more years of administrative experience and experience in online education.
- Strong interpersonal/human relations skills.
- Public speaking skills.
- Ability to teach, instruct, and conduct training sessions.
- Ability to coordinate with IDLA staff.
- Ability to work independently.
- Ability to organize time, project, and details.
- High level of reliability and responsibility.
- Must be a self-starter with the ability to multi-task and meet defined deadlines.
- Must be flexible, committed, energetic, and receptive to change.
- Ability to plan, organize, and complete complex tasks and evaluate results.
- Ability to multi-task projects/efforts and meet aggressive deadlines.
- Ability to imbue a mindset of customer service, quality, and efficiency.
- Ability to operate a computer and software programs.
- Ability to employ innovative problem-solving techniques to accomplish objectives.
- Superior professional written and verbal communication skills.

Training Expectations:

New online principals participate in asynchronous and synchronous training which includes attendance at IDLA's Summer Conference and administrator-specific coursework to prepare for the position.

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: Current part-time online principals are paid based on a per course basis. Payment for each assigned course ranges from \$134 to \$268 per course depending on length of course. Principals earn a \$100 payment each semester for each active teacher they evaluate and have the ability to earn an annual \$75 bonus for each active teacher. Part-time employees do not receive any employment benefits.

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.