

## **Position Description – Development Specialist**

### **Position Summary:**

The Development Specialist for the Idaho Digital Learning Academy is an experienced master practitioner and teacher-leader that, under some administrative direction, performs professional work and serves as a resource for IDLA. This position affects decisions in curriculum, teaching strategies, student intervention strategies, evaluation of instructional materials, and implementation of the Common Core State Standards and Idaho State Content Standards within online courses.

The position will focus on the development or revision of online courses with a particular emphasis on instructional design.

### **Essential Duties and Responsibilities:**

- Provide leadership and oversight in the integration of the Common Core State Standards and Idaho State Content Standards in the curriculum development, instructional design, and assessment within online courses.
- Provide direction, expertise, and strategies to course subject matter experts and online instructors to support the academic needs of students with unique learning needs including ELL, ESL, and Special Education.
- Develop and teach a wide repertoire of learning strategies and differentiated instructional strategies that can be implemented into online courses across a variety of content areas.
- Train faculty on best practices of online instruction across variety of online delivery models that include synchronous, blended, course cohort, open entry/ open exit, and mastery based.
- Serve as a statewide online learning specialist, providing collaboration and assistance to IDLA stakeholders.
- Represent IDLA with a high level of professionalism in various stakeholder meetings and conferences.
- Manage a variety of course development projects and additional projects as assigned by the Curriculum Manager.

### **Minimum Qualifications:**

- Bachelors Degree in education or technology related field
- Experience in online education
- Experience/background in K-12 and/or higher education
- Specific online learning knowledge and skills related to curriculum development, instructional processes, instructional design, assessment, and professional development
- Superior communication and collaboration skills, including evidence of a strong ability to build and maintain relationships with teachers and staff

- Excellent and demonstrable project management skills with the ability to meet project quality and schedule commitments
- Strong technology skills and experience using technology for teaching and learning
- Experience using a Learning Management System (Blackboard or similar LMS)
- The ability to thrive in a fast-paced environment with multiple responsibilities

**Desired Qualifications:**

- Idaho Teaching Certificate (elementary or secondary)
- Masters Degree or advanced coursework in educational technology, online learning, or curriculum & instruction
- Five years classroom experience/background in K-12 and/or higher education
- Leadership experience in online teaching and/or online curriculum development
- Experience with multi-media authoring programs, Web 2.0 technologies, current and emerging social networking tools, HTML and web development tools
- Training and experience working with special student populations

**Qualifications:**

- Ability to provide excellent customer service to stakeholders via written and verbal communication.
- Ability to multi-task in fast-paced work environment.
- Ability to produce and edit complex documents and correspondence.
- Ability to analyze and interpret data.
- Ability to easily adapt to and learn new technologies.
- Maintain important records efficiently and accurately.
- Maintain confidentiality of information processed or prepared.
- Perform duties and responsibilities independently.
- Ability to coordinate, research, and analyze special projects/reports.
- Proficient operation of office equipment including a computer and job-related software such as Word, Excel, Access, PowerPoint and others.
- Proficient knowledge of database structure with the ability to enter, manipulate, and report data.
- Establish and maintain effective working relationships with other IDLA employees, supervisory personnel, State and local elected officials, and the public.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Perform time management and scheduling functions, meet deadlines, and set project priorities, including following up on such functions or projects.
- Ability to perform duties with awareness of all requirements and IDLA policies.
- Must be detailed-oriented and highly organized.
- Must possess positive, professional interpersonal skills.

**Language and Communication Skills:**

- Ability to compose, read, interpret and edit complex documents and correspondence

- Communicate effectively to all stakeholders, both orally and in writing
- Follow detailed written and verbal instructions
- Accurately enter, edit, and proofread numerical and text data
- Ability to create and edit presentation materials

**Reasoning Abilities:**

- Ability to apply common sense understanding to execute instructions furnished in written, oral, or diagram form.
- Ability to problem-solve (ex. involving concrete variables in standardized situations, etc.)
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to analyze and interpret data

**Physical and Mental Demands:**

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.

**Hours and Salary:**

This is a full time, year-round position that requires location at the IDLA Meridian office. Salary is \$50,000, plus medical/dental insurance and paid leave benefits.