



CONTRACT ANNOUNCEMENT

Position: Idaho SMART K-3 Literacy Coach

Term: July 1, 2025, through June 15, 2026

Organization: Idaho State Department of Education

Content and Curriculum Director: Meghan Wonderlich

Telephone: 208-332-6940

Email: mwonderlich@sde.idaho.gov

Program Coordinator: Karyn Kilpatrick-Snell

Telephone: 208-332-6967

Email: smart2.0@sde.idaho.gov

Classification: Full or Part Time Contract Position

Position Description: Under the guidance of the Superintendent, the Director of Content and Curriculum, and the Program Coordinator, the Idaho SMART Coach will help implement the strategic goals of the Superintendent and the objectives of the Content and Curriculum team. Coaches report directly and regularly to the Program Coordinator, and will partner with teachers, schools, district leadership and other organizations as directed by the Idaho Department of Education to support implementation of the Idaho SMART Program (Striving to Meet Achievement in Reading Together.)

Scope of Work: The Director of Content and Curriculum desires that the Idaho SMART Coaches perform, and the Coaches agree to perform, in addition to any other work as may be directed by the Superintendent of Public Instruction, the following:

I. Provide Professional Development and Coaching

- a. Plan, develop, and implement monthly professional development for teachers in collaboration with the Program Coordinator.
- b. Conduct and facilitate classroom observations and coaching sessions for teachers to identify and communicate strengths and areas of growth.
- c. Through monthly professional development, classroom observations, and coaching, collect relevant program data to evaluate efficacy and report data to the Program Coordinator.

Debbie Critchfield, Superintendent of Public Instruction

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- d. As directed by the Program Coordinator, participate in alignment meetings and collaborative planning sessions to maintain fidelity to program goals and support a high level of coach efficacy across the project.

II. Administrative Support

- e. Provide consistent, timely, and relevant information to district and building leadership and teachers through regular communication via email, phone contact, or regional meetings.
- f. Provide Idaho Department of Education with materials developed under contract to be distributed to Idaho teachers.
- g. As directed by the Program Coordinator, collaborate with other SMART Coaches and the Program Coordinator for strategic planning and developing common resources.
- h. As directed by the program coordinator, facilitate collaboration between teachers, schools, districts and community partners.

Travel is required for this position, estimated at 50% of the time, throughout Idaho. Most travel will be within the Coaches local area.

In this position, a full-time coach will work up to an estimated 40 hours per week. Both full-time and part-time contractors must have flexibility to be in classrooms working with teachers during the regular school day.

Minimum Qualifications:

- a. Current teaching certificate
- b. Knowledge of the Idaho State Content Standards in English Language Arts/Literacy
- c. Knowledge of current evidence-based K-3 curriculum, instruction, & assessment practices
- d. Strong speaking, listening, presenting, writing, and computer skills
- e. Experience delivering PD to teachers/peers/district staff
- f. Positive and professional attitude
- g. PK-3 public education experience
- h. Demonstrated ability to work with individuals from diverse backgrounds

Preferred Qualifications:

- a. Current **Idaho** teaching certificate
- b. SMART graduate
- c. Training in LETRS, Reading Teacher's Top Ten Tools, CALT, or similar trainings
- d. K-12 Idaho public school administrator and/or instructional coach experience
- e. Proficiency with Microsoft Office Products
- f. Master's Degree

Compensation: The compensation for a part-time to full-time coach is approximately \$30,000 to \$110,000 depending on the number of schools served. The contractor will bear all costs, fees, and expenses associated with the execution of the work.

This is a contract position, and the coach will not be an employee of the Idaho Department of Education, and as such shall not receive any employment benefits. The coach will need to obtain and show proof of General Liability and Professional Liability Insurance. A current Criminal Background Check must be provided.

To apply, please submit the following materials to:

Karyn Kilpatrick-Snell, smart2.0@sde.idaho.gov

1. Resume.
2. Cover letter that addresses all qualifications and scope of work.
3. Provide Lesson(s) and instructional practices that align with Idaho's English Language Arts/Literacy Content Standards and the Science of Reading (SoR), this can be written or in video form.
4. Phone number and email address for three professional references.
5. Please indicate if you are interested in a full or part-time contract. If part-time, indicate the number of hours available to work.