



## **CONTRACT ANNOUNCEMENT**

**Position: Early Literacy Systems Design Consultant**

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

**Organization:** Idaho State Department of Education

**Content and Curriculum Director:** Meghan Wonderlich

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**Program Coordinator:** Karyn Kilpatrick-Snell

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**Classification:** Full Time Contract Position

**Position Description:** Under the direction of the Idaho Department of Education and in support of the SMART Project, the Contractor will design a district/building coaching infrastructure aligned to Idaho's initiatives. This includes a comprehensive coaching system for district-embedded K-3 literacy coaches engaged in statewide professional learning. The work will support the creation of a sustainable statewide model to strengthen coaching implementation and oversight at both the local and state levels.

**Scope of Work:** The Contractor agrees to perform, in addition to any other work as may be directed by the Superintendent of Public Instruction, the following: The Director of Content and Curriculum desires that the Contractor will:

- a. Design a comprehensive coaching system for district- and school-based literacy coaches, including clearly defined roles, responsibilities, and expectations
- b. Align the framework with Idaho's existing coaching models and evidence-based literacy practices
- c. Recommend practical implementation logistics, such as staffing ratios, cohort configurations, and alignment with statewide professional learning timelines

**Debbie Critchfield, Superintendent of Public Instruction**

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- d. Define the internal infrastructure the Idaho Department of Education needs to support and oversee this work, including:
  - An IDE-led or IDE-supported Community of Practice for district/school-based coaches
  - Oversight checkpoints and monitoring systems to track professional learning progress and coaching fidelity
  - A recommended support structure (e.g., “State Literacy Coach Q&A” model)
  - Suggestions for communication structures, staffing, and cycles of review

## **I. System Design Deliverables**

- a. The Contractor will be expected to engage in regular communication and collaboration with Idaho Department of Education (IDE) staff throughout the development process to ensure alignment with the Idaho Comprehensive Literacy Plan, gather feedback, and refine deliverables as needed.
- b. A finalized district/building coaching system blueprint, including:
  - Defined roles and responsibilities
  - Operational guidance for launch, scale, and sustainability
  - Implementation timelines and logistics
- c. A draft plan for an IDE-led or IDE-supported Community of Practice for district/school-based coaches, including:
  - Proposed structure, frequency, and sample topics
- d. A summary of IDE’s internal infrastructure needs to maintain and scale the coaching system over time

## **Minimum Qualifications**

- a. Demonstrated knowledge of evidence-based literacy instruction aligned with the Science of Reading, including application in classroom and coaching contexts.
- b. Experience designing, developing, or leading literacy coaching systems, frameworks, or programs in a K–12 setting.
- c. Completion of, or formal training in, a structured literacy professional development program (e.g., LETRS or equivalent), with ability to integrate core principles into system design.

- d. Strong written and verbal communication skills, with a track record of successful collaboration across departments, schools, or districts.
- e. Experience managing projects independently, including timelines, deliverables, and stakeholder engagement.

### **Preferred Qualifications**

- a. Proven experience designing or implementing large-scale coaching systems at the district or state level, particularly in early literacy initiatives.
- b. Advanced knowledge of structured literacy and the Science of Reading, including the ability to translate research into practice across diverse educational contexts.
- c. Prior leadership in developing or supporting professional learning models for instructional coaches, including but not limited to, structured literacy training programs.
- d. Demonstrated success in leading cross-agency or cross-district initiatives, including experience facilitating stakeholder input and managing project timelines to deliver high-quality frameworks or guidance documents.
- e. Familiarity with the Idaho Comprehensive Literacy Plan, Idaho Dyslexia Handbook, [state legislation](#), and educational system structures are strongly preferred.

**Compensation:** Compensation is commensurate with the applicant’s experience and qualifications and will be negotiated based on the scope of work, expertise, and anticipated deliverables.

Contractor will be responsible for all associated costs and required to provide proof of General Liability and Professional Liability Insurance. This is a contract position. The individual will not be an employee of the Idaho Department of Education and will not receive employment benefits.

**Please submit the following information to:**

**Karyn Kilpatrick-Snell, [kkilpatrick-snell@sde.idaho.gov](mailto:kkilpatrick-snell@sde.idaho.gov)**

1. Resume
2. Cover letter that addresses how your qualifications and experience align with the scope of work.

3. Phone number and email address for three professional references.