



CONTRACT ANNOUNCEMENT

Position: Idaho Principal Mentoring Project Mentor(s)

Term: August 1, 2025, through June 30, 2026

Organization: Idaho State Department of Education

Program Coordinator: Patty Dalrymple

Telephone: 208-332-6917

Email: pdalrymple@sde.idaho.gov

Classification: Part Time Contract Position

Position Description: Under the guidance of the Superintendent, the Director of Federal Programs, and the Program Coordinator, the Idaho Principal Mentoring Project (IPMP) Mentor(s) will help implement the strategic goals of the Superintendent and the objectives of the Federal Programs team. IPMP Mentor(s) will support new K-12 public school administrators in Idaho through in person and virtual coaching sessions, and school visits.

Scope of Work: The Director of Federal Programs desires that the IPMP Mentor(s) perform, and the IPMP Mentor(s) agrees 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. Mentor a team of new principals by offering insights, encouragement, and mentorship tailored to the unique needs and challenges faced by each principal mentee in their assigned group.
- b. Attend three (3) training institutes in October 2025, February 2026, and June 2026 with assigned group to provide personalized support, feedback, and resources to mentees.
- c. Provide on-site school visits to help fostering learning in real-time situations.
- d. Lead and participate in group coaching calls and provide technical assistance.

Debbie Critchfield, Superintendent of Public Instruction

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II. Administrative Support

- a. Respond to Idaho school administrators via email or phone as needed.
- b. Provide consistent, timely, and relevant information to their group through regular communication via email, phone contact, or in person visits.
- c. Collaborate with other mentors and the SDE for planning and developing common resources.

Minimum Qualifications

- a. K-12 Idaho public school administrator and/or instructional coach experience
- b. Strong speaking, listening, presentation, writing, and computer skills
- c. Positive and professional attitude

Travel is required for this position, estimated at 25% of the time, throughout Idaho. Most travel will be within the Coaches local area.

Compensation: The compensation for a part-time IPMP Mentor(s) is \$25,000-\$30,000 depending on the location 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 IPMP Mentor(s) will not be employees of the Idaho Department of Education, and as such shall not receive any employment benefits. The IPMP Mentor(s) will need to obtain and show proof of Automobile Liability, General Liability, and Professional Liability Insurance.

Please submit the following information to:

Lisa English, lenglish@sde.idaho.gov

1. Resume
2. Cover letter that addresses qualifications and scope of work.
3. Phone number and email address for three professional references.