



CONTRACT ANNOUNCEMENT

Position: Idaho Principals Networking Facilitator

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

Organization: Idaho State Department of Education

Federal Programs Director: Josh Noteboom

Telephone: 208-332-6985

Email: jnoteboom@sde.idaho.gov

Classification: Part Time Contract Position

Position Description: Under the guidance of the Superintendent, the Director of Federal Programs, and the Title II-A Coordinator, the Idaho Principals Networking Facilitator will support K-12 public school administrators in Idaho through the development and delivery of in-person professional development, virtual coaching sessions, and virtual just-in-time training around effective school leadership.

Scope of Work: The Director of Federal Programs desires that the Idaho Principals Networking Facilitator perform, and the Idaho Principals Networking Facilitator agrees to perform, in addition to any other work as may be directed by the Superintendent of Public Instruction, the following:

I. Administrative Support

- a. Manage the Idaho Principals Network in coordination with the IDE.
- b. Respond to Idaho school administrators via email or phone as needed.

II. Deliver Professional Development

- a. Conduct three (3) training institutes in October 2025, February 2026, and June 2026.
- b. Conduct monthly virtual group coaching sessions
- c. Provide just-in-time virtual trainings
- d. Travel when necessary for meetings, trainings, or professional development in coordination with the IDE program coordinator.

Debbie Critchfield, Superintendent of Public Instruction

(208) 332-6800 | 650 W. State St., Boise, ID 83702 | sde.idaho.gov

Minimum Qualifications

- a. Masters Degree or greater in School Principalship, Educational Leadership, or equivalent.
- b. At least 5 years of experience in k-12 school level or district level leadership in Idaho
- c. Strong speaking, listening, presentation, writing, and computer skills
- d. Positive and professional attitude

Compensation: The compensation for a part-time Idaho Principals Networking Facilitator is \$50,000. The contractor will bear all costs, fees, and expenses associated with the execution of the work.

This is a contract position and the Idaho Principals Networking Facilitator will not be an employee of the Idaho Department of Education, and as such shall not receive any employment benefits. The Idaho Principals Networking Facilitator will need to obtain and show proof of General Liability and Professional Liability Insurance.

Please submit the following information to: Josh

Noteboom, jnoteboom@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.