



Idaho Department  
of Education

## CONTRACT ANNOUNCEMENT

Position: Idaho SMART (K-3 Literacy) Coach

Term: July 15, 2024, through June 6, 2025

Organization: Idaho Department of Education

Content and Curriculum Director: Meghan Wonderlich

Telephone: 208-332-6940

Email: [mwonderlich@sde.idaho.gov](mailto:mwonderlich@sde.idaho.gov)

Project Coordinator: Karyn Kilpatrick-Snell

Telephone: 208-332-6967

Email: [kkilpatrick-snell@sde.idaho.gov](mailto:kkilpatrick-snell@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 K-5 ELA/Dyslexia Coordinator, the Idaho SMART Coach shall implement the strategic goals of the Superintendent and the objectives of the Content and Curriculum team. Coaches report directly and regularly to the Coordinator, and will partner with teachers, schools, district leadership and other organizations as directed by Idaho Department of Education to improve implementation of the Idaho SMART Project (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:

- a. Facilitate in person or virtual monthly learning sessions for assigned teachers
- b. Provide technical assistance via email, meetings, phone calls, or other means to support teacher implementation of learning

**Debbie Critchfield, Superintendent of Public Instruction**

**(208) 332-6800 | 650 W. State St., Boise, ID 83702 | [sde.idaho.gov](http://sde.idaho.gov)**

- c. Schedule and provide monthly coaching to assigned teachers. Coaching can be virtual or in person with no less than 50% in person
- d. Participate in (3) virtual Tools4Reading trainings and (3) virtual Q & A sessions
- e. Create presentations and attend fall and spring regional conferences
- f. Attend up to 4 full-day coaching workshops in person and up to 4 virtual follow up workshops
- g. Attend up to 2 meetings per month as determined by Idaho Department of Education
- h. Cultivate repository of internal project resources in collaboration with Idaho Department of Education
- i. Collect relevant regional program data to evaluate efficacy and report data to Idaho Department of Education
- j. Create documents to utilize within the project with teachers in collaboration with the Idaho Department of Education
- k. Provide Idaho Department of Education with materials developed under contract to be distributed to Idaho teachers

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

In this position, Coach will be working up to an estimated 40 hours per week. If Coach is not working a full-time contract, Coach must have flexibility to be in classrooms collaborating 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, presentation, 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. Training in LETRS, Reading Teacher's Top Ten Tools, CALT, or similar trainings
- c. K-12 Idaho public school administrator and/or instructional coach experience.
- d. Proficient with Microsoft Office Products
- e. Master's Degree

Compensation: The compensation for the above deliverables for a full-time Coach is commensurate with education, experience and number of teachers supported. The Coach will bear all costs, fees, and expenses associated with the work's execution.

This is a contract position; the Coach will not be an employee of the Idaho Department of Education and does not provide employment benefits. The Coach will need to provide and show proof of General Liability and Professional Liability Insurance. A current Criminal Background Check must be provided.

To apply, submit the following documents to

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