



CONTRACT ANNOUNCEMENT

Position: Idaho SMART K-3 Literacy Coach

Term: July 15, 2026, through June 15, 2027

Organization: Idaho State Department of Education

Content and Curriculum Director: Dr. Scott Thunstrom

Telephone: 208-332-6876

Email: sthunstrom@sde.idaho.gov

Project Coordinator: Karyn Kilpatrick-Snell

Telephone: 208-332-6967

Email: IdahoSMART@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 Project 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 Project 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 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:

I. Provide Professional Development and Coaching

- a. Implement the Idaho SMART Educator Pathway Project under the direction of the Department's Project Coordinator, ensuring alignment with the Science of Reading and evidence-based literacy practices.
- b. Plan, develop, and deliver monthly professional development for pathway participants in collaboration with the Project Coordinator, ensuring alignment with evidence-based literacy practices that address both word recognition and language comprehension, and support data-informed instructional decision-making.
- c. Conduct classroom observations and one-on-one coaching sessions to identify strengths and areas for growth, set instructional goals with teachers to improve student outcomes, and support ongoing progress toward those goals using evidence-based instructional practices.

Debbie Critchfield, Superintendent of Public Instruction

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

- d. Plan and deliver professional learning sessions at Idaho SMART Summits and other project convenings as directed by the Project Coordinator.
- e. Collect relevant data across all project activities to evaluate project efficacy and report findings to the Project Coordinator.

II. Administrative Support

- a. Provide consistent, timely, and relevant information to district and building leadership and teachers through regular communication via email, phone contact, or regional meetings.
- b. As directed by the Project Coordinator, facilitate collaboration between teachers, schools, districts, and community partners.
- c. As directed by the Project Coordinator, participate in alignment meetings and collaborative planning sessions to maintain fidelity to project goals and ensure consistent implementation of evidence-based practices across the project.
- d. Collaborate with SMART Coaches, the Project Coordinator, and other project team members to support strategic planning and develop shared resources aligned to the Science of Reading.
- e. Attend regular monthly meetings with an Idaho SMART Project team member.

Travel is required for this position and may be up to 60% of the time. Most travel will occur within the coach's local area; however, travel outside of the local area may be required. All travel will be conducted in alignment with Idaho Department of Education Travel Policies.

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 the flexibility to be in classrooms working with teachers during the regular school day.

Minimum Qualifications

- a. Current teaching certificate
- b. Knowledge of Idaho's English Language Arts/Literacy Content Standards
- c. Knowledge of evidence-based K–3 curriculum, instruction, and assessment practices aligned to the Science of Reading
- d. Experience delivering professional learning to teachers, peers, and/or district staff
- e. Strong communication skills, including speaking, listening, presenting, and writing
- f. Proficiency with computer applications, including Microsoft Office
- g. Strong organizational and time management skills
- h. Professional and collaborative disposition

Preferred Qualifications

- a. A master's degree in literacy, reading, curriculum and instruction, elementary education, or special education
- b. Training in LETRS, Reading Teacher's Top Ten Tools, CALT, or similar professional learning aligned to the Science of Reading
- c. Demonstrated expertise in the Science of Reading, dyslexia, and evidence-based literacy instruction

Compensation: The compensation for a quarter- 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; the coach will not be an employee of the Department, and as such does not provide any employment benefits. The coach will need to provide and show proof of Automobile liability, 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, IdahoSMART@sde.idaho.gov
Open until Filled**

- 1) Resume
- 2) Cover letter that addresses all qualifications and components of the scope of work.
Include a brief description of professional learning and/or professional organizations you have engaged in, and how those experiences have helped you stay current with the Science of Reading and evidence-based literacy practices.
- 3) Provide one of the following:
 - a) Lesson(s) and/or units you have planned and taught, with a short narrative explaining how the instruction aligns with Idaho's English Language Arts/Literacy Content Standards and reflects evidence-based practices grounded in the Science of Reading (explicit, systematic, cumulative, and diagnostic instruction). Submissions may be written or in video form,
or
 - b) Slides or video from a professional learning session you have facilitated, with a brief narrative describing the purpose, content, and impact on educator practice, particularly in supporting implementation of evidence-based literacy instruction.
- 4) Phone number and email address for three professional references
- 5) A statement indicating whether you are interested in a full-time or part-time contract. If applying for part-time, please include the number of hours you are available to work