



## **CONTRACT ANNOUNCEMENT**

**Position:** Professional Learning Communities (PLC) Coach

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

**Organization:** Idaho State Department of Education

**Content and Curriculum Director:** Meghan Wonderlich

Telephone: 208-332-6940

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

**Program Coordinator:** Emalee Merrell

Telephone: 208-332-6952

Email: [emerrell@sde.idaho.gov](mailto:emerrell@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 program Coordinator, the Idaho PLC 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 program Coordinator, and will partner with schools, district leadership, and other organizations as directed by the Idaho Department of Education to support implementation of PLCs in Idaho schools.

**Scope of Work:** The Director of Content and Curriculum desires that the Idaho PLC 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. Administrative Support**

- a. Provide consistent, timely, and relevant information to the regional district and building leadership teams and teacher leads through regular communication via email, phone contact, or regional meetings.
- b. Communicate with school and district administrators and teacher leaders to determine school and district needs.
- c. Collaborate with other PLC coaches and the Idaho Department of Education for strategic planning and developing common resources.
- d. As directed by the program coordinator, facilitate collaboration between teachers, schools, districts and community partners.

**Debbie Critchfield, Superintendent of Public Instruction**

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

- e. Attend regular meetings with other PLC Coaches and the program Coordinator

## **II. Provide Professional Development and Coaching**

- a. Plan, develop and implement appropriate professional development activities for schools and districts in collaboration with the program Coordinator.
- b. Facilitate school visits and embedded support to schools/districts participating in the PLC grant as directed by the program Coordinator.
- c. Collect relevant regional program data to evaluate efficacy and report this to the program Coordinator
- d. Provide Idaho Department of Education with materials developed under contract to be distributed to Idaho schools.

Travel is needed for this position about 75% of the time. Most of the travel will be within 50 miles of your home, which is seen as a regular commute. If you are assigned a school more than 50 miles from home, you will receive a travel stipend for the miles above what is considered a commute.

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

### **Minimum Qualifications**

- a. Knowledge of current evidence-based K-12 curriculum, instruction, and assessment practices
- b. Strong knowledge of PLC practices, supporting research, and implementation strategies
- c. Experience implementing and supporting PLC 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. K-12 public education experience

### **Preferred Qualifications**

- a. Current teaching certificate
- b. K-12 Idaho public school administrator and/or instructional coach experience.
- c. Specific training in PLC, HRS, PBIS, Impact Teams, and adult learning models.
- d. Master's Degree

**Compensation:** The compensation for a part-time to full-time coach is approximately \$55,000 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 and the coach will not be an employee of the Idaho Department of Education, and as such shall not receive any employment benefits. The coach will need to obtain and show proof of General Liability and Professional Liability Insurance. A current Criminal Background Check must be provided.

**Please submit the following information to:**

**Emalee Merrell, [emerrell@sde.idaho.gov](mailto:emerrell@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.
4. Please indicate if you are interested in a full or part-time contract. If part-time, indicate the number of hours available to work.