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## Digital Content Manager / Instructional Designer

**Company:** Athlos Academies

**Location:** Boise, ID

**Reports to:** Chief Products Officer

**Classification:** Full-time, salary, exempt

**Benefits:** Yes

**Compensation:** DOE

### Duties & Responsibilities

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- Provide online LMS platform and product expertise for the Athlos Academies network of schools; help to train teachers and school leaders in best-practices in use of Athlos online products
- Serve as the administrator of Canvas for the Athlos Academies network of school; coordinate updates and changes to the system, testing of new features, and process for new course creation or course modifications
- Lead efforts to optimize professional development resources into online courses that offer continuing education units for educators in various states
- Create and ensure implementation of a LMS style guide; research, develop, and create uniformity within courses and appropriate hierarchical structures to enable ease of use by users
- Work with product managers on the design and development of instructional content; occasionally assist with course creation or improvements
- Provide professional development and support for LMS use in Athlos fully implementing schools (may require occasional travel); contribute to establishing a digital learning culture for Athlos network educators
- Conduct LMS platform demonstrations for schools or districts interested in partnering with Athlos Academies
- Conduct research on LMS best practices and keep Canvas up to date with emerging functions and technologies
- Meet with key stakeholders to ensure fidelity of implementation and gather user feedback
- Create online courses and webinars for training purposes
- Collect, analyze, and use data to improve implementation of Canvas as a professional development platform and continuously seek to improve outcomes
- Develop and manage departmental budgets as needed
- Participate in ongoing professional development opportunities in online platform management and product management
- Other duties as assigned

### Qualifications & Experience

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**Experience Required:**

- Minimum of three (3) years of experience with online education platforms

**Certification(s) / Experience Preferred:**

- Project Management Professional (PMP)
- Canvas experience strongly preferred
- Tableau experience beneficial

## Skills & Intangibles

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- Growth mindset
- Reflective practitioner
- Innovative
- Creative problem solver
- Willing to take risks
- Effective at time management
- Excellent organization, inter-personal, and communication skills
- Able to build and support a culture of trust and collaboration
- Willingness to plan and work collaboratively with a team
- Seeks out professional learning
- Knowledge of state and national standards
- Knowledge of best practices and a willingness to continue to learn and try new strategies
- Knowledge of standards-based grading, student-led conferences, active teaching strategies, and effective classroom management strategies

## How to Apply

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Visit [www.athlosacademies.org/careers](http://www.athlosacademies.org/careers) for application; submit resume and application to [hr@athlosacademies.org](mailto:hr@athlosacademies.org).

## Equal Opportunity Employer

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Athlos Academies is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

**Athlos Academies Headquarters:** 918 W. Idaho St., Boise, ID, 83702

**Office:** (208) 519-4000

**HR Fax:** (208) 917-4626

**HR Email:** [hr@athlosacademies.org](mailto:hr@athlosacademies.org)

**Web:** [www.athlosacademies.org](http://www.athlosacademies.org)