

**Iowa e-Learning Central Content Experts for K-5 Unit Development
Questions and Answers from Vendors
January 19, 2022**

Vendor Question	Answer
(1) Is this a remote position?	Yes, the work is expected to be done remotely, with the exception of the onboarding sessions in Des Moines July 11-13, 2022 where <u>in-person attendance is required.</u>
(2) What are the hours and is this long-term or temporary, any proposed dates?	The hours are flexible and work schedules will be determined by each individual. Initial training is expected to begin by April 2022 with all work completed by September 2022.
(3) Is there a pay schedule for this position?	An initial payment will be paid after successful participation in the onboarding sessions in Des Moines on July 11-13, 2022. The balance of the contract will be paid as a lump sum once all deliverables have been accepted and deemed complete by the Department.
(4) When is the start date?	The Department expects to have contracts finalized by April 2022.
(5) Do you have a specific job description?	Please see the ILC Application bid document located on the Bid Opportunities Website. https://bidopportunities.iowa.gov/ (Search under Education in the drop-down Agency Listing)
(6) When it states submit proposals by closing date, is this referring to an application?	Yes, please find a link to the application at the bottom of the ILC Application bid document located on the Bid Opportunities Website. https://bidopportunities.iowa.gov/ (Search under Education in the drop-down Agency Listing)
(7) I am currently employed at a school district. Would I be able to work as a content expert while teaching full time or will there be meetings that would conflict with a full-time educator?	Most teachers contracted for work on the Iowa e-Learning Central Project (ILC) are employed full time by school districts. It is expected that all ILC Project work will be done outside of a teacher's contracted hours and responsibilities to their school district.
(8) Does this position provide any benefits like IPERS?	No, individuals chosen for this work will be considered independent contractors.
(9) Besides the July 11-13 onboarding sessions in Des Moines, will this position be done remotely from home on the computer interacting with the authors of the unit designs?	Please see Question 1.

<p>(10) The work of content experts is from July 2022-September 2022? If it gets extended what will the compensation be for the extended time?</p>	<p>Compensation is based on completion of the 4-5 Units that will be assigned to Content Expert. If an extension of time is necessary to complete the originally assigned deliverables, no additional compensation should be expected.</p>
<p>(11) Will there be a call for unit writers as well?</p>	<p>Yes, the Department will post a bid opportunity in the near future for Unit Developers.</p>
<p>(12) I have an Iowa teaching license and also a NE Master Educator License in Curriculum and Instruction.</p> <p>I was wondering what specifically the duties are.</p> <p>The hirees would look over the content and make sure it's age appropriate and flows or it would be actually downloading the content?</p> <p>Would this be from our homes or we would come there?</p>	<p>Please see Question 5.</p> <p>We do not expect that Content Experts would be “downloading the content”. Instead, Content Experts would be viewing the content online.</p> <p>Please see Question 1.</p>
<p>(13) What I am wondering is what was your vision for the work to be done? Are you looking for someone that is working on this project as a primary job or are you thinking of it as "an addition to" project? From the post I gather you are looking for someone to tell the developers if they are on the right track. Am I understanding that correctly?</p>	<p>Please see Question 7.</p>
<p>(14) I also have a team of educators I can tap into that have been working on developing a blended personalized instruction platform for one of our CRCSO elementary schools over the last 5 years. They are focused primarily on grades 2-5 and specialize in Writing, Reading, Math and Social Studies. Crazy knowledgeable about their content areas. Is that the dynamic you are looking for, or are you looking for district curriculum administrators?</p>	<p>We are looking for properly certified Iowa professional educators who have the expertise described in the Bid Opportunity regardless of the position/job currently held.</p>
<p>(15) I have also never worked through the bidding process before so if I were to send in a bid I have no clue what I am doing. If I am the type of applicant you are looking for, any guidance on the process would be great.</p>	<p>Please find a link to the application at the bottom of the ILC Application bid document located on the Bid Opportunities Website. https://bidopportunities.iowa.gov/ (Search under Education in the drop-down Agency Listing).</p> <p>You will complete the application, and once the application is submitted, the Bidding will be completed. Once the bid closes the applications will be reviewed, and the bidders will be notified if they were selected or not.</p>

<p>(16) Would this be a contracted position to work certain hours?</p> <p>What would the hours and compensation be for the position?</p>	<p>Selected applicants will become independent contractors.</p> <p>The hours are flexible and work schedules will be determined by each individual. Compensation for supporting the development, reviewing, and providing feedback on 4-5 units is \$15,000</p>
<p>(17) Would this be a work from home or where would the location of the workplace take place?</p>	<p>Please see Question 1.</p>
<p>(18) Would this position include IPERS?</p>	<p>Please see Question 8.</p>
<p>(19) I am writing to seek clarification regarding whether an educator may continue to teach full-time and work on the project after-hours or if the expectation is that a teacher be fully available during working hours?</p>	<p>Please see Question 7.</p>
<p>(20) Approximately how much time will be involved weekly/monthly for this project?</p>	<p>The weekly/monthly time required to complete the project work will vary and mostly be determined by the progress made by the Unit Developers that Content Experts will be supporting and reviewing the project work of. Attendance at the onboarding sessions in Des Moines July 11-13, 2022 will be a required 8 hours each day for the 3 days.</p>
<p>(21) It is possible for currently employed teachers to participate, correct? Would you expect that, as the summer work extends into the school year, I could fulfill my responsibilities for the Department even while teaching full time?</p>	<p>Please see Question 7.</p>
<p>(22) If it is apparent to you even before I go through the application process that there is no chance I would be considered, I would prefer not to waste my administrator's time by asking him to write a letter?</p>	<p>The Department is not allowed to evaluate applicants until an application is submitted. The Department is seeking licensed Iowa educators who are certified to teach K-5 for this current work. If you submit an application, it will be reviewed and considered.</p>
<p>(23) I am a full-time educator, would this be doable if I applied for this position? I do have Summers off and would be available all Summer and also on the 3 days in July?</p>	<p>Please see Question 7.</p>
<p>(24) Are the units created by the developers or the content experts? The way I read the information, it appears as if the content experts are just suggesting edits to already created units?</p>	<p>The units will be created by content developers. the Department will post a bid opportunity in the near future for Content Developers. As a content expert, you will be assisting 4-5 content developers by providing content support, reviewing units, and providing feedback as units are developed "from scratch". Units are not yet created.</p>

<p>(25) Is this position only open for educators who reside in Iowa?</p>	<p>This opportunity is open to certified Iowa educators regardless of where they reside.</p>
<p>(26) Can you estimate the hours needed from each educator during August and September?</p>	<p>Please see Question 20.</p>
<p>(27) Does this position include hotel accommodations for the 3 day in person portion of the position?</p>	<p>Persons chosen for this work will be considered independent contractors. Therefore, all expenses incurred in the performance of the required duties (including hotel accommodations) are the responsibility of the contractor. The Department did consider the potential costs related to attending the 3 day in person meeting when determining the compensation for this work.</p>
<p>(28) Can you give me an example of something to upload for the Evidence of Curriculum and Coaching experience?</p>	<p>Possible artifacts may be an example of a coaching cycle, documented work related to curriculum (vertical/horizontal alignment), a narrative that describes work related to curriculum and coaching experience.</p>
<p>(29) Do we need a computer device of our own to complete the work? And, does it need to be a specific type to work with all the software, templates etc.?</p>	<p>Yes, you will need to have your own computer device to complete the work. A specific type/brand is not required.</p>
<p>(30) Will teachers be invited to be content developers of the K-5 social studies curriculum?</p>	<p>Yes, The Department is expecting to solicit for K-5 unit content developers in social studies and other core subjects in the future.</p>
<p>(31) If so, if I apply to be a content expert and am chosen, would that eliminate my eligibility to be a curriculum writer?</p>	<p>Yes, if you are selected to be a content expert, your role will be to consult and assist 4-5 content developers as they develop the course units. You would be eliminated from consideration as a curriculum writer.</p>
<p>(32) What's the estimated writing timeline?</p>	<p>The current timeline has completion of K-5 unit content writing by the end of September 2022.</p>
<p>(33) When reviewing 4-5 units, would the units all be for the same grade level and content area? OR Would they be the same content area but different grade levels? Or something different?</p>	<p>It is anticipated that the units reviewed by a content expert would be related either by grade level and/or content area depending on the qualifications/ expertise of the content expert. To ensure all content developers have a content expert to assist them, may require some content experts to have a wider range of expertise to provide.</p>
<p>(34) Approximately how many lessons would be in each unit (or length in days)?</p>	<p>Units are defined as any content within a subject that spans one month of instructional time (approximately 15 to 20 hours). The number of lessons included will be based on the scope and sequence for the grade and content level. Developers will have some</p>

	discretion as to the number of lessons needed to cover the standards in each unit
(35) I tried to find the rubric that Content Experts would use to help guide the development of the units. Is there a way to look at this rubric before applying?	<p>No, the full rubric is not available for view until after hire. Every rubric contains the following QCR categories:</p> <ul style="list-style-type: none">• Standards-aligned (non-negotiable)• Authentic, discipline-specific sources, resources, and tools (non-negotiable)• Coherent learning progressions• Educator and student supports• Accessible and viable materials• High quality instructional and assessment strategies that are considered “best practice”• Student engagement• Equitable access and opportunity for all students