

JOB TITLE: INSTRUCTIONAL DESIGNER
PAY GRADE: CL 24
LAST REVISED: FEBRUARY 2017

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

The Instructional Designer works collaboratively with the Distance Learning Faculty Coordinator to provide training, development and support for instructional technologies. Assists faculty as they incorporate instructional technologies into their pedagogy and promotes the effective use of technology in teaching and learning. Provides one-on-one instructional design consultation for faculty in order to promote effective course design and selection of appropriate instructional tools. Provides support to faculty in implementing outcomes assessment and accessibility requirements in the context of best practices for online courses/pedagogy. Conducts workshops and group trainings for faculty who wish to utilize academic technologies for instruction across all teaching modalities. Monitors emerging trends and technologies in the fields of instructional design and educational technology, as well as best practices in e-learning. Functions as the technology resource in this area for the College.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Works collaboratively with faculty and others in creating new online or hybrid courses/programs to increase student retention and success rates; recommend technical and pedagogical solutions as well as best practices that will serve desired course learning outcomes.
2. Provides expert consultation to faculty in instructional design theory, as well as ongoing support to faculty in course design and appropriate selection of instructional tools.
3. Works with and instructs faculty in applying accessibility and usability standards, requirements, and laws in course design to ensure that all instructional technologies used to support learning are universally accessible.
4. Provides assistance and ongoing support to faculty for the development and/or redesigning of online course content that is 508 compliant/universally accessible.
5. Designs, develops and implements graphical interfaces, learning objects, animations, and/or images for educational activities. Builds custom learning objects to address course-specific needs, and creates reusable learning objects, templates, and other course material that meet a broad range of instructional needs.
6. Presents, designs and develops resources and programs to inform and educate faculty and staff of trends in instructional technologies, methods for appropriate, compliant and effective uses of technology in teaching, and specialized tools for the applications.

7. Researches and monitors developments in emerging instructional and multimedia technologies and recommends implementation of new technologies.
8. Develops processes that provide effective support for faculty using educational technology systems, software, tools and products to improve student outcomes and success.
9. Advises faculty on online software and tools. Trains faculty in the use of these tools.
10. Develops and curates a collection of current training materials in the field of instructional design to be used by faculty and staff.
11. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of and/or ability to:

- Distance learning best practices
- Online teaching and learning and learning management systems, preferably Canvas
- Current and emerging trends in instructional design and instructional technologies
- Designing universally accessible (508 compliant) online courses
- Developing training programs in support of appropriate instructional design principles
- Instructional design theories and pedagogical methods
- Work closely with faculty in support of their needs for course design and the incorporation of instructional technologies into their pedagogy
- Intellectual property rights in the electronic domain
- Community College course design and desired student outcomes
- Work effectively in group settings as well as one on one
- Work successfully with people at varied technical abilities
- Work collaboratively

Education and Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Bachelor's degree from an accredited college or university, preferably in educational technology, instructional design or a related discipline or equivalent experience, which would include at least two years of instructional design work in an educational setting.
- Master's degree in educational technology, instructional design or a related discipline is preferred, but not required.

Experience:

- At least one year of experience working in a distance learning department on instructional design or related experience with current instructional course design.
- Experience using instructional technologies for design and development of courses.
- Excellent oral and written skills.



Job Description

- Demonstrated knowledge of current instructional design tools and software.
- Experience working with people at different skill levels and fluency with technology.
- Experience implementing training workshops and courses.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.