INSTRUCTIONAL DESIGNER

DEFINITION

Under direction, provides instructional and program design expertise for the development and support of online courses and specialized educational programs; supports and assists faculty in the development, design and customization of online coursework/programs and instructional materials, including online instruction modules, course interactions, multimedia interactions, presentations, and e-lectures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing professional and technical duties in support of the District's on-line distance education program and faculty. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situation arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

➢ Provides faculty support in the development of instructional strategies, course materials, assessment techniques, and appropriate integration of instructional technologies and best practices.
➢ Supports faculty in the development of user-friendly online and in-class instructional presentations through various technology platforms.
➢ Collaborates with faculty with the creation of customized online, hybrid, and web-based instructional elements, and manage online course development.
➢ Provides instructional support to faculty in the use of instructional software, technology tools and methods, and effective uses of multimedia.
➢ Researches and makes recommendations on educational best practices, instructional resources, instructional technologies, and multimedia hardware/software to support teaching and learning.
➢ Collaborates with faculty on instructional design and learning objectives to address design issues and create customized web-based instructional elements.
➢ Designs and produces learning materials in a variety of formats including print, graphics, audio, video, animation, and multimedia technologies to support teaching, learning, and college informational needs.
➢ Designs, develops, and delivers workshops and training to faculty and staff in the use of instructional technologies and educational best practices.
➢ Consults with faculty on LMS course design and instructional enhancements in online/hybrid courses.
➢ Provides professional and technical support/training to faculty; develops partnerships with online faculty members to explore teaching and learning online.
➢ Develops and maintains ongoing knowledge of current and new distance learning instructional software and instructive techniques through continued education, and appropriate training, workshops, conferences, and seminars.

➢ Provides instructional support to students with the District's Learning Management System; answers questions and provides information regarding distance learning practices, policies and procedures.
➢ Provides support to students in concept understanding and skills acquisition; provides instructional assistance and reinforcement to students with various software applications.
➢ Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
➢ Observes and complies with District and mandated safety rules, regulations, and protocols.
➢ Performs other related duties, as assigned.

QUALIFICATIONS

Knowledge of:
➢ College curriculum and educational requirements of the Distance Education Program.
➢ Instructional technologies, best practices, and learning theory for online teaching and design.
➢ Instructional design, curriculum design, training, e-learning, online learning management systems and course management tools,
➢ Instructional strategies, curriculum standards, and assessments.
➢ Web enhanced course content, online course and multimedia interactions, and online presentations.
➢ Technology and multimedia tools, methods, and instructional software.
➢ Research methodologies and techniques.
➢ Processes and standards for planning and implementing instructional design and development.
➢ Instructional technology media and materials development and implementation principles.
➢ Emerging trends and technologies in instructional design and delivery.
➢ Modern computing, networking, and learning management systems.
➢ District and mandated safety rules, regulations, and protocols.
➢ Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
➢ The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
➢ Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

➢ Support the customized development of online courses unique to the needs of the instructor and students.
➢ Perform consultation and support services in instructional design, technologies, strategies, assessments, and distributed learning for the Distance Education program.
➢ Support faculty in the development of their online, hybrid, and web enhanced course content
➢ Develop partnerships with online faculty to explore teaching and learning online.
➢ Present topics to faculty and staff related to distance learning, technology, and instructional course design in a clear and concise method.
➢ Research and analyze complex information.
➢ Maintain an up-to-date knowledge base of current and new instructional software and pedagogical techniques.
➢ Design, develop, and deliver workshops and training to faculty.
➢ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
➢ Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

➢ Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
➢ Communicate clearly and concisely, both orally and in writing using appropriate English grammar and syntax.
➢ Work effectively and demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
➢ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
➢ Equivalent to a bachelor degree with coursework in instructional technology, information technology, education, or a related field.

Experience:
➢ Two (2) years of experience in instructional design, curriculum design, training, e-learning, or similar, including one (1) in an instructional support capacity.

Licenses and Certifications:
➢ Certificate in Instructional Technology, Instructional Design, or similar certification through an accredited college, university, or nationally recognized professional association.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.