

JOB DESCRIPTION



Position Title: Instructional Designer

Department: Academic Affairs

Employment Category: Exempt Staff

Primary Location: Downtown Center

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-Time; 12 Months/Year

Pay Grade: EX11

Position Summary: The Instructional Designer is responsible for assisting instructors in designing, planning, and developing pedagogically sound activities and assessment strategies for face to face, online and blended courses.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:
Designs instructional approaches and assists faculty in course curriculum development, including overall course design from concept to implementation; development of learning outcomes measurement tools; selection/development of instructional materials and technologies that align to course outcomes; designs and develops assessments that effectively measure defined learning objectives

Assists with the development of all course modalities and develops instructional materials consistent with adult learning theory. When necessary, converts face-to-face courses into distance or blended learning modes

Utilizes strong written communication skills to assist faculty in building clear and concise course descriptions; creates clear written course directions easily understood and followed by students with a diverse background

Teaches, trains, and provides workshops on technical and pedagogical skills necessary for developing and delivering interactive and engaging courses

Provides guidance for curriculum and/or instructional program development, equipment and implementation; evaluates results and makes modifications in multi-campus and cross-functional activities

Participates in planning for current and future college learning needs; provides organizational support as needed; serves on committees as assigned

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Masters' degree in instructional design, education or a related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

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Three years' experience in instructional design or related field

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures Knowledge of instructional design principles and instructional technology

Knowledge of online instruction software delivery systems and emerging technologies Knowledge of non-traditional, student-centered approaches to instruction

Knowledge of adult learning theory and principles, training techniques

Knowledge of principles, practices and techniques for designing, developing and delivering and evaluating educational programs

Knowledge of project management and research principles

Knowledge of and skill in performing needs analysis and the development of instructional objectives

Skill in designing alternative format courses

Skill in applying software application development tools

Skill in producing, facilitating and presenting instructional materials

Skill in presenting ideas and concepts orally and in writing to a variety of audiences

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail

Ability to work independently while contributing to team environment Ability to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate control. Travel, evening or weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Dean of Academic Affairs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.