

TITLE	CLASSIFICATION	SALARY GRADE
INSTRUCTIONAL DESIGNER	CLASSIFIED	GRADE: R
BOARD POLICY REFERENCE: New Classification Board Approved 9-8-15		

**JOB DESCRIPTION:**

Under general supervision, provides instructional and program design expertise for the development and support of online courses. Responsible for assisting faculty in the design of online coursework and instructional practices, development of learning resources, and revising of courses and course segments to online delivery methods; supports the customized development of online courses unique to the needs of the instructor and students; oversees faculty training and support for the use of the District's course management system, monitors, updates, and reports on the progress of ongoing department projects.

**SCOPE:**

The Instructional Designer works with faculty and interfaces with other staff to provide assistance and consultation in the development of online courses, and oversees faculty training and support of course management systems, educational technology, and best practices of online pedagogy.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Advises, assists and trains faculty in the development and design of distance education courses, redesigns course content and integrates media technologies into traditional course content and converts new or existing course content into online formats.
2. Recommends appropriate use of technology to meet instructional objectives.
3. Provides technical assistance to faculty and staff in the use and maintenance of online learning modules, including multi-media components.
4. Uses project management systems to monitor, update, and report on the status of ongoing projects.
5. Coordinates systems related to faculty peer-review programs for online courses.
6. Assists in the development of online course templates ("master classes") for departments and programs.
7. Maintains and updates instructional and design best practices and course review information on the department website.
8. Provides related support services for instructional resources, troubleshoots and resolves related technology and system access issues, and other related distance education support.
9. Works with the school's course management system provider and the Information Technology department to ensure that student support for online learning is being provided.
10. Works collaboratively with other departments to promote the Distance Education Program.
11. May provide supervision, training and work direction for student and short-term, non-continuing employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Integrate resources, policies and information for the determination of procedures, solutions, and other outcomes; multi-task and problem-solve in a fast-paced environment; work effectively with faculty and staff who have a variety of technological skill levels and personalities; be organized, detail oriented, and productive with an understanding of organizational policies and activities; match appropriate course management tools with instructor resources; assist instructors in finding or producing engaging and pedagogically sound course materials; maintain currency with emerging technologies; communicate effectively in English; follow and give oral and written directions; demonstrative sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Standard office productivity software and specialized applications, including course management systems, communication software, project management systems, and various technology applications; current pedagogical best practices in higher education online teaching and learning; basic curriculum procedures in higher education; various multimedia tools, processes, and best practices for use; intermediate web design.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Bachelor's degree in instructional design, instructional technology, online education, or related field.

#### *Experience:*

Significant experience in course design, curriculum design, training, or online learning. Experience with online course management tools, graphic and multimedia authoring software and website design software. Experience managing and administering complex projects. Previous related work in a higher education setting preferred.

### **SPECIAL REQUIREMENTS:**

Must be able to sit for a prolonged period of time in front of a computer monitor.