SANTA ROSA JUNIOR COLLEGE

TITLE: Instructional Designer

CLASSIFICATION: Classified

SALARY GRADE: C16

SCOPE OF POSITION:

Under general direction, provides instructional and program design expertise for the development and support of online courses. Assists faculty in the design of online coursework and instructional practices, development of learning resources, and revision of courses and course segments to online delivery methods. Supports the customized development of online courses tailored to the needs of the instructor and students. Oversees faculty training and support for the use of the District's course management system. Manages, monitors, updates, and reports on the progress of department projects.

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. Designs, develops, and provides faculty training and support for the use of the District's course management system.

2. Guides and collaborates with faculty and constituents towards the creation of online curricular content in the Online College Project.

3. Coordinates and advises faculty in the Online College Project program; monitors, documents, and reports on progress and completion.

4. Conducts and administers the online special expertise certification course and documents completion.

5. Identifies resource needs necessary to meet instructional design objectives.

6. Coordinates with a variety of departments to promote the Distance Education Program in order to provide effective support for faculty and staff.

7. Provides and performs related support services for instructional resources, such as troubleshooting and resolving technology and system access issues.

8. Coordinates systems related faculty peer-review programs for online courses.

9. Assists in the development of online course templates for departments and programs.

10. Maintains and updates instructional and design best practices and course review information on the department website.

11. May supervise student employees.

12. May direct the work of short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Course management systems, communication software, and project management systems.

2. Current pedagogical best practices in higher education online teaching and learning.

3. Principles and methods for curriculum and training design, teaching and instruction, and the measurement of learning outcomes.

KNOWLEDGE OF – Continued

4. Media production, communication, and dissemination techniques and methods.

5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.

6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Work effectively with faculty and staff who have a variety of technical skill levels.

2. Match appropriate course management tools with instructor resources.

3. Assist instructors in locating or producing engaging and pedagogically sound course materials.

4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

5. Communicate effectively, both orally and in writing.

6. Exercise appropriate judgement in interactions with others and with work processes.

7. Interact with the public in a helpful, courteous and professional manner.

8. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in education or instructional design or a closely related field of study required.

EXPERIENCE:

3+ years of related experience with online teaching or online curriculum.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the Strategic Plan.