INSTRUCTIONAL DESIGNER

SALARY GRADE: C1-60

DEFINITION:
Under the direction of an assigned supervisor, to assist faculty in the design and development of learning modules and web based courses. Develop and implement training programs designed to assist faculty in understanding pedagogical principles of technology-mediated learning. Support and guide faculty utilizing principles of good instructional design and pedagogical theory and practice, research advances in web based course development technologies, and recommend instructional technology resources.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide support to faculty in the development and maintenance of technology-based curricula and in applying technology to teaching and learning.
2. Support the creation, conversion and maintenance of web-based courses and related components in various disciplines.
3. Work with designated staff, faculty and administrators to develop, modify, or implement training programs on web-based course development, technology-mediated instruction, and concepts of online course delivery to be delivered via in a face-to-face setting (group or individual consultation), video, within the course management system, or online.
4. Continuously research and improve instructional delivery methods and operations in collaboration with faculty, vendors.
5. Assist in the incorporation of multimedia instructional course content materials including images, video, audio and digital library materials using sound instructional design and pedagogical principles.
6. Create documentation on internal procedures and prepare reports.
7. Assist with assessment efforts, grant and research projects that include conducting faculty and student surveys and data analysis.
8. Assist in the organization and coordination of conferences, symposiums, and other faculty oriented technology programs.
9. Collaborate with departmental/area staff and participate in required meetings.
10. Assist faculty with understanding and meeting accessibility compliance requirements for online courses and digital learning content.
11. Other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Web-based conferencing systems, synchronous and asynchronous collaborative software, and the implications of the following on learning: web-based instructional material, video, animation, and various streaming media.
2. HTML, Web editing applications, Windows, Mac OS, videography and effective pedagogical practice.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Maintain current knowledge of technological advances in the field.
3. Communicate effectively both orally and in writing.
4. Establish and maintain cooperative and effective working relationships with others.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Prepare and maintain records and files.
7. Analyze situations accurately and adopt an effective course of action.
8. Work independently with little direction.

**Education and Experience**

Any combination equivalent to:

1. Master’s degree in Instructional Design or Instructional Technology, or related academic technology fields.
2. One (1) year experience in academic technologies and web development.
3. Experience in courseware and web development, with emphasis on instructional design experience.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard, instructional design aids and equipment.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: February 1, 2000; Revised; January 2015
EEO Code: H-30