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## **INSTRUCTIONAL DESIGNER**

### **DEFINITION**

Under general direction, assists faculty in the design, development and delivery of learning modules and coursework including web-based or technology enhanced courses utilizing principles of good instructional design and pedagogical theory and practice; develops, implements, and facilitates training programs to assist faculty in applying principles related to learning theory and practice including technology-mediated learning; performs a variety of specialized and technical duties related to the development, design, and analysis of curriculum and coursework for the college; provides technical support and assistance to system users; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management personnel. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This classification provides professional consultation in the training, development and design of curriculum for the college. Employees at this level are required to be fully versed in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Provides support to faculty in the development and maintenance of technology-based curricula; identifies and communicates best practices for applying teaching and learning principles to instructional technologies and design; recommends effective uses of technologies to enhance instruction and methods of delivering quality instruction.
- Provides technical assistance to system users; provides training to staff concerning the maintenance of curriculum support, coding, and other related computer systems and programs; responds to inquiries and provides information concerning related requirements and procedures.
- Performs a variety of specialized and technical duties involved in the creation, conversion, and maintenance of web-based courses and related components in various disciplines.
- Works 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 in a face-to-face setting (group or individual consultation), video, within the course management system, or online.
- Researches and improves instructional delivery methods and operations.
- Assists faculty with understanding and meeting accessibility compliance requirements for online courses and digital learning content.
- Collaborates with departmental/area staff and participates in required meetings.
- Analyzes learning needs of students; develops instructional curriculum to meet the needs of students and promotes the District's goals and objectives.
- Communicates with District staff, students, and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.

- Assists with assessment efforts; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area.
- Assists in the organization and coordination of conferences, symposiums, and other faculty-oriented technology programs.
- Assists in the incorporation of multimedia instructional course content materials including images, video, audio, and digital library materials using sound instructional design and pedagogical principles.
- Assists with learning management system administration including integration of third-party applications.
- Create documentation on internal procedures and prepare reports.
- Learns and applies emerging technologies; continuously researches and improves instructional delivery methods and operations in collaboration with faculty and vendors.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, legal regulations, guidelines, and techniques used in instructional design, universal design, user interface design, and andragogy.
- Legal regulations regarding accessibility compliance.
- Principles, methods, and techniques for effective analysis of learning needs as it relates to course design and training development.
- 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.
- Online teaching technologies, including learning/course management systems such as Canvas and Moodle.
- Best practices, current research, and innovations in use of technology in instruction.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the assignment.
- Computer equipment and applications, including word processing, web editing, database, spreadsheet applications, and HTML.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
- Maintain current knowledge of technological and pedagogical advancements in the field.
- Interpret, apply, and explain applicable Federal, State, local and District policies, procedures, and regulations, such as intellectual property laws.

- Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

**Education and Experience:**

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

Equivalent to graduation from an accredited four-year college or university with major coursework in educational technology, instructional technology and design, or a related field, and two (2) years of experience providing support for curriculum development utilizing online technologies. A graduate degree in instructional design or equivalent is preferred.

**Licenses and Certifications:**

None.

**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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Salary Grade:** C1-60

**FLSA:** Non-Exempt

**EEO Code:** H-30

**Board Approved:** April 2021

