Instructional Designer

BASIC FUNCTION:
Under the direction of an assigned supervisor, act as a resource 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. Work with the Instructional Development Team to support faculty in the development of courseware, guiding them with principles of good instructional design and pedagogical theory and practice; research advances in web based course development technologies; and recommend various products in development planning processes.

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 new technology-based curricula and in applying technology to the instructional processes.

2. Participate in the creation, conversion and maintenance of web-based courses, modules and other learning resources from various disciplines.

3. Work with the Technology Trainers 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 training delivered in a classroom, video productions, the World-Wide Web, or in one-on-one consultation sessions with faculty.

4. Continuously research and improve instructional delivery methods and operations with the assistance of faculty, vendors and development team members.

5. Assist in the incorporation of multimedia instructional course content materials including images, CDROM, video, audio and electronic library materials, using sound instructional design and pedagogical principles.

6. Create documentation on internal procedures, prepare statistical reports and document various faculty and vendor activities.

7. Participate in assessment programs and 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. Participate in required meetings with faculty and ETS staff.

10. May mentor and manage course designers and other staff.

11. Other related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:
1. Web-based conferencing systems, collaborative group-ware, and the implications of the following on learning: web-based instructional material, video, animation, and various streaming media.

2. Working HTML, Web editing applications, Win95/NT, Mac OS, and good pedagogical practice.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing.

EDUCATION:

Any combination equivalent to: Master's Degree in Instructional Design or Instructional Technology, or related academic technology fields. One year experience in academic technologies and web development. Experience in courseware and web development, with emphasis on instructional design experience.

WORKING CONDITIONS:

Environment:
1. Office environment.

Physical Abilities:
1. Dexterity of hands and fingers to operate a computer keyboard, instructional design aids and equipment.

2. Seeing to read various materials.

3. Reaching overhead, above the shoulders and horizontally.

4. Sitting or extended periods of time.

5. Hearing and speaking to exchange information in person or on the telephone.

DATE APPROVED: FEBRUARY 1, 2000
RANGE: N-60
EEO-CATEGORY: H-30