

INSTRUCTIONAL DESIGNER

CLASS SUMMARY

Under general supervision and direction, provides instructional design to develop and support courses utilizing the learning management system; collaborate with faculty to conceptualize, develop, design, assess, and improve online, hybrid, and traditional course content and related materials using the learning management system; provide maintenance of accessible material adhering to current standards and guidelines; assists in training and support for the use of the district's learning management system; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Collaborate with faculty to conceptualize, develop, design, assess, and improve online, hybrid, and traditional course content and related materials using the learning management system; advise and assist in the application of technological resources needed to enhance teaching and engage students in the learning process; guide faculty on course pedagogy, design, development, and ongoing continuous improvement of technology-mediated learning, throughout the course development and redesign process; assist in the development of course templates; collaborate in redesigning and reengineering existing courses and transitioning course content onto new platforms; support maintenance of existing online, hybrid and traditional courses on the learning management system; develop and disseminate course design standards; apply adult learning theory with instructional design methodology to develop and design courses; develop and deliver training and support resources for administrators, faculty, staff and students including online resources and the effective use of instructional technology, principles and pedagogy of effective online instruction and learning, and accessibility standards; provide assistance with developing and creating accessible content including the requirements, standards and guidelines in Web Content Accessibility Guidelines (WCAG) 2.0 or 2.1, and Section 508 accessibility standards outlined in the Rehabilitation ACT (29 U.S.C. §794d); assist with the implementation of various college, district and statewide initiatives; assist faculty in locating, evaluating, and implementing the use of open educational resources, and provide guidance on issues related to copyright and fair use; update effective practices in the area of instructional design; assist supervisor in complex report and research activities; participate in the college's learning outcomes assessment program, including course, program, and institutional assessments; operates computers, peripheral, auxiliary and support equipment as it relates to distance education and instructional technology.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated administrator/supervisor.

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(CONTINUED)**

REQUIRED QUALIFICATIONS

Required Training and Experience

A Bachelor's degree in Instructional Design, Educational Technology, Instructional Technology or related field, and three-years of experience in instructional design, or web-based course development, as well as training users in technology and teaching in an online environment.

Knowledge and Abilities

Knowledge of: principles, techniques, and pedagogy of course design, development, delivery, and improvement, including outcome development and curriculum alignment; principles and techniques online education, media-based instruction, instructional delivery systems, and instructional technology used to enhance the quality of instruction and student access; principles of planning, organizing, and scheduling; training and supervision; guidelines for accessibility including Web Content Accessibility Guidelines (WCAG 2.0) and Section 508 accessibility standards outlined in the Rehabilitation ACT (29 U.S.C. §794d); knowledge in the use of web conferencing and collaboration environments; English, spelling, and grammar.

Ability to: exercise independent judgement; develop, analyze, plan, organize, and schedule programs and projects; research, articulate, and disseminate innovative best practices in teaching, learning, and technology, in all instructional modalities; establish and maintain effective working relationships with faculty, staff, administrative personnel, students, and the community; operate and troubleshoot computers, applications, and related support and instructional technology applications and equipment; maintain records and prepare reports; evaluate processes and products and make recommendations for improvements.

Board Approved: _____