

Position: Instructional Designer	Position Number:
Department:	FLSA: Non-Exempt
Reports to: Director of Distance Education	Salary Grade: 122

**Summary**

Under the general direction of the Director of Distance Education, the Instructional Designer works with faculty and professional staff to promote, develop, and implement use of educational technologies in instructional, professional development, and support activities.

**Essential Duties and Responsibilities**

- Provides pedagogical and technological support to faculty in the design, development and maintenance of courses delivered in various modalities and electronic formats.
- Collaborates with faculty to evaluate and implement use of academic technologies such as Canvas (CMS/LMS), multimedia, collaboration tools, and other learning tools.
- Works closely with instructors to adapt course materials appropriate to the mode of delivery.
- Works closely with instructors in the design and development of open educational resources (OER).
- Collaborates with the Director of Distance Education, the Instructional Technologist, and other stakeholders to plan, develop, and deliver professional development programs for faculty and staff that will meet existing and perceived technological and pedagogical training needs. Topics may include multimedia, course management systems, electronic portfolios, social media tools, emerging technologies, accessibility, and teaching online.
- Collaborates with the Director of Distance Education, the Instructional Technologist, and other stakeholders to help implement online course accessibility policies and help determine strategies for effectively prioritizing and supporting this work.
- Serves on Peer Online Course Review (POCR) teams with a focus on accessibility.
- Develops and maintains relationships with faculty that help the College better meet its goals and needs.
- Assists in providing training to promote compliance with policies related to higher education and distance education.
- Assists the Instructional Technologist with the overall evaluation, planning, and oversight of campus educational technology resources.
- Participates in strategic planning for implementation of distance learning, multimedia, and other instructional technologies at the course, program, campus, and system levels.
- Participates in development of new services and testing of new technologies.
- Works closely with the Director of Distance Education, the Instructional Technologist, and other stakeholders to identify new initiatives and opportunities for the College.
- Related work activities include but are not limited to collecting data and preparing reports; developing documentation of effective uses of academic technology; participating in campus and system wide committees and activities, community service, and in-service training.
- Duties will occasionally require working in the evening, weekend or at off-campus locations.

## **Qualifications**

### **Knowledge and Skills**

Knowledge of:

- Effective design and delivery of online learning environments and integration of collaborative tools.
- Enterprise learning management systems such as Canvas.
- Multimedia technologies and their application to learning.
- Instructional media software such as Canvas Studio, etc.
- Universal design for learning principles, including specific strategies and specific technology tools used to implement them.
- Digital accessibility issues for online learning spaces.
- Innovations in teaching, learning and assessment.
- Standard office application suites (e.g. Microsoft Office, Google).
- Instructional web content development.
- Applicable federal and state laws, rules, and regulations associated with higher education and distance learning, such as the Fair Use Act, the Higher Education Opportunity Act, and Americans with Disabilities Act.

### **Abilities**

Skill in and Ability to:

- Develop effective instructional media (video, audio, images, animation, and interactive modules)
- Effectively communicate issues related to digital accessibility and train others to address them
- Design, develop and deliver customized training in person and using web-based tools, to a varied audience
- Initiate, execute, and complete projects, including setting specific objectives and measuring results
- Interpret and present information and ideas clearly and accurately in writing, verbally, and by preparation of reports and other materials
- Establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals
- Work with and provide support for both Mac and PC computers
- Provide instructional support for end users.
- Use social media tools and mobile applications
- Work with people of diverse socioeconomic and multicultural backgrounds

### **Physical Abilities**

Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

### **Education and Experience**

Bachelor's Degree in Educational Communication and Technology or equivalent plus 2 years of work experience in higher education providing academic or instructional technology user support, including instructional and curricular design services.

### **Licenses and Certificates**

Requires a valid driver's license.