

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DESIGNER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide instructional and program design expertise for the development and support of online courses and specialized educational programs. Responsible for assisting faculty in the design of online coursework/programs and instructional practices, development of learning resources and course segments to electronic delivery methods. Support the customized development of online courses unique to the needs of the instructor and students. Perform consultation and support services in instructional design, technologies, strategies, assessments, and distributed learning for the Distance Education program. Support faculty in the development of their online, hybrid, and web enhanced course content, including instruction modules, online syllabus, online course interactions, online multimedia interactions, online presentations, and e-lectures.

REPRESENTATIVE DUTIES:

Collaborate with faculty with the creation of customized online, hybrid, and web-based instructional elements, and manage online course development. *E*

Provide faculty support in the development of instructional strategies, course materials, assessment techniques, and appropriate integration of instructional technologies and best practices. *E*

Support faculty in the development of instructionally friendly online and in-class presentations through various platforms. *E*

Provide instructional support to faculty in the use of instructional software, technology tools and methods, and effective uses of multimedia. *E*

Research and make recommendations on educational best practices, instructional resources, instructional technologies, and multimedia hardware/software to support teaching and learning. *E*

Collaborate with faculty on instructional design and learning objectives to address design issues and create customized web-based instructional elements. *E*

Design and produce learning materials in a variety of formats including print, graphics, audio, video, animation, and multimedia to support teaching, learning, and college information needs. *E*

Design, develop, and deliver workshops and training to faculty and staff in the use of instructional technologies and educational best practices. *E*

Consult with faculty on curriculum planning, lesson plans, assignments and instructional materials in the design of their online/hybrid courses. *E*

Develop partnerships with online faculty members to explore teaching and learning online. *E*

Provide professional and technical support/training to faculty. *E*

Develop and maintain an up-to-date knowledge base of new instructional software and pedagogical techniques through continued education, and appropriate training conferences and seminars. *E*

Provide instructional support to students with the District's Learning Management System; answer questions and provide information regarding practices, policies and procedures. *E*

Provide support to students in concept understanding and skill acquisition; provide instructional assistance and reinforcement to students with various software applications. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College curriculum and educational requirements of the Distance Education Program. Instructional technologies, best practices, and learning theory for online teaching and design.

Instructional strategies, curriculum standards, and assessments.

Web enhanced course content, online course and multimedia interactions, and online presentations.

Technology and multimedia tools, methods, and instructional software.

Research methodologies and techniques.

Processes and standards for planning and implementing instructional design and development.

Instructional technology media and materials development and implementation principles.

Emerging trends and technologies in instructional design.

Modern computing, networking, and learning management systems.

Interpersonal and communication skills using tact, patience, and courtesy.

ABILITY TO:

Perform the necessary skills in the use of technology applications.

Integrate resources, policies and information for the determination of procedures, solutions, and other outcomes.

Organize and work effectively with an understanding of organizational policies and activities.

Develop partnerships with online faculty to explore teaching and learning online.
Present topics to faculty and staff related to distance learning, technology, and instructional course design in a clear and concise method.
Research and analyze complex information.
Work effectively with a variety of groups, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
Establish and maintain cooperative and effective working relationships with others.
Complete work with constant interruptions, and handle multiple tasks.
Attend appropriate conferences and seminars to maintain an up-to-date knowledge base of new instructional software and pedagogical techniques.
Design, develop, and deliver workshops and training to faculty.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to bachelor's from an accredited institution in instructional technology, education, information technology, or related AND at least one year related responsible experience in instructional design, curriculum design, training, e-learning, online learning management system and course management tools, preferably in higher education, including at least one year in an instructional support capacity.

Master's degree in instructional technology, education, information technology, or related field preferred.

LICENSES AND OTHER REQUIREMENTS:

Certificates and training in the area of instructional design, online learning, and distance education through a recognized certification and training program that utilizes nationally recognized standards.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is occasionally required to lift, carry, push, or pull up to 15 pounds.

Office environment; subject to constant interruptions.

Position requires viewing a computer monitor for extended periods of times, reaching to maintain files, bending, and standing or sitting for long periods.