

DRAFT – September 24, 2018

TEACHING AND LEARNING JOB FAMILY – INSTRUCTIONAL DESIGNER

JOB FAMILY CONCEPT: The Teaching and Learning job family is responsible for activities involved in the teaching and training of children, students, staff and community members of a wide variety of subjects and educational/training levels. The Teaching and Learning job family provides classroom and academic support by ensuring access and enhancing the learning experience; provides training, facilitation and instruction by assessing needs, developing content, curriculum and content delivery; and develops and coordinates ongoing educational and training programming.

INSTRUCTIONAL DESIGNER

The Instructional Designer role is responsible for analyzing learning and performance problems and challenges, and designing and developing learning solutions and environments to address these challenges. This role designs and develops teaching and learning programs that make use of various technologies to support instruction and deliver programs that incorporate best practices and effective teaching and learning strategies.

The **Instructional Designer** role is distinguished from other roles in the Teaching and Learning family by the responsibility for analyzing instructional problems and creating solutions that are facilitated by technology. The primary focus of this position is not on delivering training although that may be a secondary part of the role.

INSTRUCTIONAL DESIGNER 1

Typical Functions

- Designs, develops, writes, edits, and assesses instructor led, web based, eLearning courses and course materials in collaboration with subject matter experts.
- Performs needs assessments to determine project specifications.
- Tests, verifies, and validates technological procedures or processes related to course delivery.
- Provides ongoing support and technical assistance for delivered courses and technologies.
- Provides advice on pedagogical and instructional design theories, and practical guidance on teaching and learning innovations.
- Provides consultation services and training to faculty, staff, and students.
- May create applications and databases to assist faculty with research and data management.

Complexity and Decision Making Authority

Problems have no standardized solutions for resolution and often require innovative approaches to solve them.

Knowledge, Skills, and Abilities

Knowledge of pedagogy and/or andragogy. Knowledge of learning theories. Knowledge of instructional design models, processes, and instructional development methods. Advanced knowledge of instructional design specific software technologies. Knowledge of accessibility standards and Universal Design principles. Analytical skills. Ability to develop courses and trainings. Writing and editing skills. Ability to communicate effectively orally, in writing, and through visuals.

Education/Experience

Master's degree in a relevant field and one to two years related experience, or an equivalent combination of education, training, and experience.

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INSTRUCTIONAL DESIGNER 2

Typical Functions

- Designs, develops, writes, edits, assesses, and evaluates instructor led, web based, eLearning courses and course materials with a larger scope and impact in collaboration with subject matter experts.
- Provides consultation services to faculty, staff, and students for the development of online curricula.
- Collects, analyzes, and reports data and information used in projects.
- Develops and implements course evaluations and assessments, and ensures data gathered is appropriate for use in making judgements concerning the adequacy of the instruction to meet identified learning outcomes.
- Serves as a liaison between unit and external stakeholders in the development and delivery of course materials.
- Manages instructional design projects, including leading project teams, sometimes including synthesis of multiple course design efforts.
- Provides direction for instructional design efforts of staff, and ensures quality standards are met.
- May lead a functional work team, including assigning and evaluating work.

Complexity and Decision Making Authority

Typically works independently on work assignments, which may include highly complex or strategic assignments, reviews progress and evaluates results updating management as appropriate. Analyzes, compares, and evaluates various courses of action and has the authority to make independent decisions on complex issues within scope of responsibility.

Knowledge, Skills, and Abilities

Knowledge of pedagogy and/or andragogy. Advanced knowledge of learning theories. Advanced knowledge of instructional design models, processes, and instructional development methods. Advanced knowledge of instructional design specific software technologies. Knowledge of accessibility standards and Universal Design principles. Project management skills. Analytical skills. Leadership skills. Writing and editing skills. Ability to provide work direction to others. Ability to develop and courses and trainings.

Ability to communicate effectively orally, in writing, and through visuals. Ability to explain instructional solutions effectively to a variety of audiences.

Education/Experience

Master's degree in a relevant field and three to four years progressively responsible experience, or an equivalent combination of education, training, and experience.