PALOMAR COLLEGE

Classification Title: Instructional Design Coordinator

Department:	Academic Technology Resources Center (ATRC)	**EEO6 Code:**	3
Employee Group:	Classified	**Salary Grade:**	40
Supervision Received From:	Manager, Academic Technology	**Date of Origin:**	3/2017
Supervision Given:	Direction and Guidance	**Last Revision:**	3/2017

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists faculty, subject matter experts, and other District stakeholders in the design, development, and on-time delivery of accessible instructional content for all courses with an emphasis on online and hybrid courses; conducts research on emerging technologies for use in an academic setting; in collaboration with faculty, identifies, analyzes, selects, and organizes instructional content for the District's career and technical education programs.

DISTINGUISHING CHARACTERISTICS.

The Instructional Designer is distinguished from other academic technology classes by its responsibility for performing specialized duties relevant to the design and development of instructional content for all courses with an emphasis on online and hybrid courses.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists faculty in creating engaging online course content and corresponding learning activities; assists in identifying educational end goals and students' educational needs and developing appropriate course content; converts face-to-face course content into digital learning strategies.

2. Assists faculty in the selection of appropriate teaching methodologies and formats to support student learning outcomes, including, but not limited, to lecture, online/hybrid/web-enhanced, solo/group, synchronous/asynchronous, forum, and social media; develops exercises and activities to enhance the learning process.

3. Assists in implementing online course design for effective student learning through the application of instructional design theories, practice, and methods; develops supporting material and media, including audio, video, simulations, roleplaying, and games.

4. Visualizes and develops instructional graphics, course design, structure, and user interface to support student learning; creates computer animation for the LMS, including animated GIFs, streaming media, HTML5 and interactive clips; provides web programming using Flash, JavaScript, PHP, and other web scripting and dynamic HTML languages; ensures compliance with universal design and Section 508 accessibility standards.

5. Participates in selecting appropriate technologies to support effective delivery of course content, such as learning management systems (LMS), social media applications, and standalone publisher content; adds functionality to LMS courses, such as social media, to support effective faculty-to-student contact.

6. In collaboration with faculty, identifies criteria to assess students' performance and develops assessment instruments, including use of assessment tools within LMS; assists in conducting instructional research and analysis.

7. Develops and delivers training to faculty regarding distance education; LMS training including course creation, migration, and use/navigation; and regulatory compliance related to online courses; assists with and conducts online webinars .

8. Assists faculty in preparing online course syllabi, welcome letters, and other information for students.

9. Provides support to faculty for the peer review process for instructors of online classes.

10. Keeps abreast of industry trends and technology applicable to the field of instructional design.

11. Maintains and updates a variety of project documentation, course folders, and other records and files relevant to assigned area of responsibility.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible experience providing support for academic course content development utilizing online technologies.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in instructional technology, web design, computer science, information systems, or a related field.

Knowledge of:

1. Principles, methods, and techniques of instructional design, including course content development and associated technologies.

2. Principles and practices of standard web programming, scripting, and graphics markup software and languages and social media platforms.

3. Learning management systems usability concepts, including navigational aids and knowledge management.

4. Principles and practices of learning outcomes, modalities, and assessment.

5. Systems design principles and applications development methodologies and tools.

6. Methods and techniques for troubleshooting website and software problems.

7. Programming knowledge and operating systems capabilities and constraints applicable to an academic technology environment.

8. Modern office procedures, methods, and equipment, including computers and applicable software programs used in instructional design.

9. Current and emerging instructional design associated products, tools, and equipment.

10. Methods and techniques for training others in complex, technical subject matter.

11. Principles and practices of sound business communications in a college environment.

12. Pertinent federal, state and local codes, laws and regulations, including processes and terminology relevant to assigned area of responsibility.

13. Public and community relations principles, including the use of tact, patience, and courtesy.

14. Correct English usage, including spelling, grammar, and punctuation.

Skill in:

1. Designing, maintaining, and revising instructional content within a learning management system.

2. Utilizing standard web programming, scripting, and graphics markup software and languages.

3. Planning and completing projects efficiently and in accordance with established quality standards and timelines.

4. Working effectively either independently or as part of a team.

5. Operating office equipment including computers and software programs applicable to assigned area of responsibility.

6. Keeping technical skills current and relevant with technologies utilized in assigned area of responsibility.

7. Planning and conducting effective user trainings.

8. Applying pertinent federal, state and local codes, laws, and regulations.

9. Communicating clearly and concisely, both orally and in writing.

10. Establishing and maintaining effective working relationships with those contacted in the course of work.

11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.