VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DESIGN SPECIALIST

BASIC FUNCTION:

Under the general supervision of a dean or higher-level administrator, research best practices, and design, develop, and administer professional development activities for faculty to improve pedagogical practices.

REPRESENTATIVE DUTIES:

Research, design, develop, administer, and facilitate professional development workshops, presentations, and webinars for college faculty with regard to various instructional design topics including pedagogical practices, curriculum design, learning theory, online/distance learning strategies, and technology integration. E

Provide faculty with group and one-on-one training and support with regard to instructional design; serve as a consultant to faculty with regard to initiating, implementing, and refining instructional design proposals. E

Conduct needs analyses through developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups. E

Develop, distribute, and revise training materials for faculty, including information pertinent to instructional design, formative and summative evaluations of published materials, test development, and outcomes assessment. E

Evaluate the effectiveness of professional development programs with regard to individual and organizational performance by observing programs, conducting focus groups, and analyzing results of evaluations, surveys, data from faculty pilot tests, student retention and success rate data. E

Assist in the development of course and program assessment options, particularly with regard to computer-based, multimedia, and distance education courses. E

Serve as a college representative on local and regional committees and consortiums; serve on appropriate college committees; attend meetings and seminars to obtain information for use in training programs, or to inform faculty and management of training program status. E

Compose a variety of records and reports, including monthly project and activity reports, surveys, and evaluation documentation. E

Coordinate the selection and contracting of external training programs and consultants. E

Coordinate staff development courses and programs including scheduling classes, equipment, and instructors, recruiting and placing program participants, and arranging for training facilities and materials. E

Perform related duties as assigned.

Established December 2010
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operations of and principles used in programs involved in the creation, use, and maintenance of alternative delivery instructional systems and materials
- Online course management and communication tools available including systems such as Desire 2 Learn
- Learning styles, teaching techniques, and barriers to learning as needed for alternative delivery of instruction and using instructional technology in support of instruction
- Common web authoring and development tools and related technologies
- District organization, policies, procedures, and current educational programs
- Basic principles and practices of program development, administration, and review
- Methods and techniques of research, analysis, and decision making
- Information and research resources available related to areas of assignment
- English usage, spelling, grammar, and punctuation
- Modern computer software packages, including word processing, email, database, and spreadsheet applications
- Principles and procedures of record keeping including file maintenance

ABILITY TO:

- Stimulate interest and faculty involvement in developing plans for, and determining the direction of, online instruction and other alternative delivery methods
- Design and redesign course materials for teaching and utilizing new and emerging distance education technologies, web page production, and multimedia technologies
- Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for online and other alternative delivery courses
- Create effective teaching and learning environments using alternative instructional delivery methods and online course management tools
- Master technical and non-technical content to create effective learning
- Prepare a variety of reports and correspondence related to area of assignment
- Provide assistance to faculty members in their areas of teaching responsibility
- Analyze problems and situations, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Work independently and as part of a team
- Work successfully with college faculty, administrators, and staff
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students, faculty, and staff
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Keyboard/type at a speed necessary for successful job performance
INSTRUCTIONAL DESIGN SPECIALIST (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Bachelor’s degree in instructional design, instructional technology, educational psychology, or a related field.

Experience: Three years of experience teaching at the college level, preparing and delivering training and development activities for adults, or designing educational packages which employ the use of technology for an institution of higher education. A graduate degree in instructional design, instructional technology, educational psychology, or a related field may be substituted for the required experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Computer and learning labs
Group or individual training scenarios

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment
Hearing and speaking to exchange information on the telephone or in person
Sitting or standing for extended periods of time

HAZARDS:

Extended periods of time viewing computer monitor