EL CAMINO COLLEGE

JOB TITLE: INSTRUCTIONAL DESIGNER

Classification:	Classified	Retirement Type:	PERS*
Salary Range:	44	Board Approved:	August 20, 2018

BASIC FUNCTION:

Under the supervision of the Director of Library and Learning Resources and with direction from the Distance Education Faculty Coordinator, the Instructional Designer applies current instructional and program design practices to assist faculty in the development of online classes as well as online materials for face-to-face classes and/or blended courses. In the role of the District's 508 Compliance Officer, ensures course content and materials are in compliance with current regulations.

REPRESENTATIVE DUTIES:

Advises, assists, and trains faculty one-on-one in the development and design of classes, supports faculty in the redesign of course content and integration of media technologies into traditional class content, and helps faculty convert new or existing class content into online formats.

Recommends appropriate use of technology and instructional design strategies to meet course objectives and learning outcomes for online, face-to-face, and/or blended classes. Meets with faculty and/or staff around their availability to provide technical assistance in the use of online class materials and other online learning tools.

Maintains and updates instructional support and design best practices documents and course review information on the department website.

Develops and implements creative concepts for short-form multimedia, both singular and series, incorporating the most current and engaging student-centered styles, methods, and technologies.

Produces creative, highly professional multimedia instructional material integrating across platforms as appropriate and directed, including online graphics, audio and video presentations, and animation.

Works collaboratively with other departments to develop and promote the Distance Education Program.

Serves as Compliance Officer for the District for 508-issues in relation to instructional materials and other course content. Trains faculty to develop online course material and other resources that are 508 compliant. Provides guidance to faculty on the most up-to-date best practices related to accessibility for students with disabilities.

Maintains currency with current innovations and trends in pedagogical research. Assists the continuing development of a coherent instructional design strategy based on current pedagogical research.

Performs other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:
Bachelor's degree in instructional design and technology, education media design, or a technology related field and three years direct work experience in course design, digital media design, and/or online learning.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:
Comprehensive understanding of audio-visual or graphic arts including computer and multimedia productions.
Current and cutting edge instructional design practices and educational technology.
A broad range of pedagogical approaches (e.g., game-based learning, student-centered design, interest-driven learning, etc.) and understanding the Online Education.
Current LMS platforms; knowledge of Canvas a plus.
Web-based conferencing systems, synchronous and asynchronous collaborative software, and the implications of the following on learning: web-based instructional material, video, animation, and various streaming media.
HTML, web editing applications, video editing, Adobe Suite, Windows, MAC OS and/or current editing applications.
Web design, usability, universal design, accessibility principles, and web accessibility guidelines.
Applicable laws, codes, regulations, policies and procedures related to online instruction and 508 compliance.
Fair use and copyright regulations.
Methods and practices of evaluation.
Basic math and correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities/Skills:
Integrate resources, policies and information for the determination of procedures, solutions, and other outcomes.
Maintain currency in relevant technology and continually update skills and knowledge.
Work effectively with faculty and staff based on their hours of availability, technological skill level, and varying personalities.
Be organized, detail oriented, and productive with an understanding of organizational policies and activities.
Match appropriate course management tools with course content and student learning outcomes.
Assist instructors in finding or producing engaging and pedagogically sound course materials.
Establish and maintain cooperative and effective working relationships with others.
Demonstrate sensitivity to and respect for a diverse working environment and exercise tact in dealing with sensitive issues and situations.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.