



JOB TITLE: INSTRUCTIONAL DESIGNER

Classification: Classified
Salary Range: 44

Retirement Type: PERS*
Revised/Board Approved: April 20, 2020

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 hybrid (e.g. partially online) courses. This position ensures course content and materials are 508 compliant with current regulations.

REPRESENTATIVE DUTIES:

Advises, assists, and coaches faculty in the development and design of classes through one-on-one interaction, supports faculty in the redesign of traditional course content into technology supported courses through novel content and assessment development and integration of media technologies into curricula, 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 hybrid classes. Meets with faculty and/or staff around their availability to provide technical assistance in the use of online class materials and other digital 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 digital images, audio and video resources (e.g. narrated presentations, animations, etc.), and interactive sites and other course content.

Works collaboratively with other departments to develop and promote the Distance Education Program offerings at El Camino College.

Ensures instructional materials and other course content are 508 compliant. Supports faculty to develop online course materials and other resources that are 508 and WCAG2 compliant. Provides guidance to faculty on the most up-to-date best practices related to universal design and accessibility for students with disabilities.

Maintains currency with innovations and trends in pedagogical research and practice, and assists with the continuing development of a coherent instructional design strategy at El Camino College based on current and developing practices for course design and delivery.

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:

Advanced knowledge of standard instructional design frameworks and practices, and currency with new research and theory leading to advancements in the field.

Advanced knowledge of standard and emerging educational technology tools and systems.

Expertise in formative and summative assessment design.

Understanding of optimal approaches for developing both credit and non-credit courses.

Familiarity with Apple's OS X operating system and other tools in the Apple ecosystem.

Familiarity with methods and practices for course and program evaluation.

Familiarity with metacognitive practices for learning new relevant technology and continually updating skills and knowledge.

Comprehensive understanding of audio-visual or graphic arts including computer and multimedia productions.

Familiarity with a broad range of pedagogical approaches (e.g., game-based learning, student-centered design, interest-driven learning, culturally relevant pedagogy, etc.)

Extensive experience with content development and course management tools in contemporary LMS platforms; knowledge of Canvas a plus.

Advanced knowledge of web page and usability design in relation to universal design, accessibility principles, and web accessibility guidelines.

Familiarity with applicable laws, codes, regulations, policies and procedures related to online instruction and 508 compliance.

Knowledge of fair use and copyright regulations in relation to educational uses.

Basic math and correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities/Skills:

Ability to use web-based conferencing systems, synchronous and asynchronous collaborative software, and develop web-based instructional material, video, animation, and various streaming media.

Ability to develop learning resources using HTML, web editing applications, basic audio/video editing, and basic graphic design practices.

Skilled in Windows operating system and the Microsoft Office Suite/Office 365.

Skilled in Google's G Suite for Education.

Ability to learn advanced levels of Adobe Creative Cloud tools including Photoshop, InDesign, Spark, and others.

Ability to work effectively with staff to plan course and program improvements, faculty support, and training.

Highly effective coaching skills for Learning Management System tools.

Ability to work collaboratively integrating resources, policies, and information to develop procedures, solutions, and other outcomes. Ability to work effectively with diverse faculty 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.

Ability to 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.