

San Joaquin Valley College

Job Description

Job Title: eLearning Instructional Designer
Department: Online
Reports To: eLearning Curriculum Manager
Classification: Full-time, Exempt
Evaluation Form: ELI (eLearning Instruction)

Summary: This position reports directly to the eLearning Curriculum Manager and acts as a pedagogical and design consultant on multiple development projects. The ideal candidate will have extensive knowledge of instructional design models such as ADDIE and will have experience working with a variety of LMSs and third-party utilities for designing and building best-in-class online courses. The Instructional Designer will assist the team in selecting suitable course materials and ensure that the course design is adhering to established standards and quality vision.

Essential Duties and Responsibilities:

The eLearning Instructional Designer works as an integral part of online instructional design teams comprised of Subject Matter Experts (SMEs), the eLearning Curriculum Manager, and eLearning Instructional Media Technologists. Working under the direction of the eLearning Curriculum Manager, the eLearning Instructional Designer is responsible for the overall look and feel of online courses.

- Operates within a course production framework that is flexible and dynamic to allow for changes in technology, student/faculty expectations, changes to pedagogy, new curriculum, maintenance and improvement
- Delivers courses per a program/course development schedule and budget to meet the needs of the institution
- Develops and maintains a course design model that reflects best practices in the delivery of higher education degree and certificate programs and uses known instructional design models
- Prepares the components of a course including an overview, syllabus, learning outcomes, course content, proficiency assessments, and interactive activities
- Incorporates academic quality, rigor, authentic learning, assessment of student learning outcomes and plans for ongoing continuous improvement
- Participates as needed in regularly scheduled program reviews. Develops courses within the institution's designated Learning Management System (LMS)
- Creates professional development opportunities for SMEs and teaching faculty to promote instructional excellence and improved curriculum design activities
- Collaborates with faculty SMEs to ensure the integrity of course learning outcomes, assignments, and activities
- Teaches assigned courses as scheduled to provide user-level experience assessment and meet the needs of the institution
- Performs other duties as assigned

Supervisory Responsibilities: None.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organization's goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Innovative Thinking: Looks for new and innovative approaches that will improve efficiency; embraces and champions new ideas and encourages others to do likewise; recognizes and rewards people and teams who are creative and innovative.

Change Management: Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Leadership: Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Teamwork: Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Master's Degree in Instructional Design or related field. Must have successful record of leadership in higher education curriculum development, including at least five years of relevant experience (required).

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Power Point, and Outlook, and have extensive knowledge of multimedia production and LMS function.

Other Qualifications:

- An understanding of the private sector of higher education, to include an understanding of basic business management concepts and extensive experience and insight into the online learning space
- Experience and knowledge in the design, development, implementation, and maintenance of online programs or courses
- Ability to multi-task in a fast-paced environment
- An ongoing customer focus
- The highest levels of integrity at all times

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.