

Seward County Community College
Structured Compensation - Job Description
Instructional Designer

Data Year: 2018

Prepared On: 04/04/2019

Department:	Academic Affairs	Grade:	13
Reports To:	VP of Academic Affairs	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dr T Carter	Effective Date:	04/01/2019
		Revised Date:	03/26/2019

Role:

The instructional designer supports faculty in the successful design and delivery of educational experiences. Course delivery methods include face-to-face, hybrid, online, Blendflex, and competency based education.

Essential Functions & Responsibilities:

- E 60% Collaborate with faculty in the design, development, and updating of course curriculum delivery and assessment of student learning in alignment with institutional, state, Higher Learning Commission, and federal policies and procedures.
- E 15% Actively participate in the Distance Learning Committee to ensure online course quality and adherence to institutional policies and procedures for distance learning courses.
- E 15% Develop and maintain text and audio tutorials and documentation materials for end-users.
- E 10% Provide faculty training on the use of a learning management system.

Performance Measurements:

1. Collaborative work with faculty results in learning outcomes that clearly define the required performance of the learner.
2. Collaborative work with faculty results in creating connections for the learner to the content, learning outcomes, and learning goals through instructional design principles, multimedia design, activities, and formative assessment.
3. Competently works with faculty “brain dump” to tease out and focus on learning outcomes.
4. Extracts information from faculty using effective questioning and active listening techniques.
5. Collaborative work with faculty creates learning experiences with content and a structure that are useful and applicable to the learners’ real world.
6. Accepts faculty feedback openly and non-defensively.
7. Is a flexible problem solver who can apply instructional design concepts appropriately to unique situations.
8. Creates an effective design within the constraints of available technology, budget, time, and human capital.
9. Advocates for learning, the learner, and an effective design process.
10. Effectively trains and supports faculty and staff in the use of instructional and distance learning technologies.

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11. Works well with others, developing viable solutions when problems arise, and completes tasks in a timely manner.
12. Cross-culturally competent and understands the needs of a global audience.

Knowledge and Skills:

Experience	Two to five years of teaching experience and demonstrated proficiency in instructional design which should include online delivery or work that demonstrates equivalent experience. Community college teaching and work in developing competency based delivery and assessments is preferred.
Education	A Master's degree or a specialized certification program taking one year or more of coursework beyond a Bachelor's degree preferred. Bachelor's degree in Instructional Design, Instructional Technology, Education Media, Instructional System Design or related field with experience minimum.
Interpersonal Skills	The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.
Other Skills	<p>Knowledge in:</p> <p>Conceptually and intuitively understand how people learn.</p> <p>Instructional design theory and its application in the design of learning experiences</p> <p>Distance learning management software and related multimedia software.</p> <p>Faculty professional development design and delivery.</p> <p>Community college teaching.</p> <p>Skills:</p> <p>Proficient in instructional design, instructional technology, and project management.</p> <p>Conduct research and synthesizes information from a variety of sources.</p> <p>Proficient in LMS and supporting software packages (audio, video, exam construction, etc).</p> <p>Proficient in Microsoft Office programs, i.e. Word, Excel, PowerPoint.</p> <p>Cross-culturally competent and understands the needs of a global audience.</p> <p>Visualize instructional graphics, the user interface, interactions, and the course.</p> <p>Write effective copy, instructional text, audio scripts and video scripts.</p> <p>Abilities to:</p> <p>Learn quickly and break things down in a way others can learn the information.</p> <p>Connect with an audience on an emotional level.</p> <p>Listen and question effectively and with empathy.</p> <p>Maintain a professional work environment and personal appearance.</p> <p>Foster a positive, effective working and training environment to establish and maintain</p>

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	relationships with faculty and staff. Communicate effectively in writing and speaking. Think critically.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly. Sitting for a period of 1 hour at one time with a total of 6 hours Standing for a period of 30 min at one time with a total of 1 hour Walking for a period of 30 min at one time with a total of 1 hour Lifting up to 20 lbs. occasionally Carrying up to 25 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping, fine manipulation, pushing and pulling Bending, squatting, crawling, and reaching above shoulder level occasionally Keyboarding 5 hours daily Occasional exposure to marked changes in temperatures Occasional drive automotive equipment for travel
Work Environment	Regular exposure to favorable conditions such as those found in a normal office. Limited travel with some overnight to attend professional development conferences or training.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature