EAST CENTRAL COLLEGE

JOB TITLE: Instructional Design Specialist
DEPARTMENT: Instructional Design   **FLSA:** Exempt
LOCATION: Main Campus   **LEVEL:** 203
REPORTS TO: Instructional Design Manager   **DATE:** 3/27/2018; 05/6/2013

POSITION SUMMARY: Assist the Instructional Design Coordinator in course design within the college's learning management system; assist faculty and staff in the use of instructional software to improve and strengthen the academic programs.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Bachelor's degree in computer science, instructional design or related field; one year related experience preferred.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*
- Provide faculty with technical support on curriculum design
- Assist faculty in designing, developing, testing, and evaluating learning management systems and other academic software.
- Programming support in the design, integration and application of the learning management system.
- Assist in the design, installation and testing and evaluation of all new activity equipment and software systems.
- Assist in the use of simulation software and other systems in the allied health division.
- Provide daily assistance to the Instructional Designer in the execution of his/her duties.
- Works in tandem with the Information Technology department in troubleshooting, maintaining and support of the learning management system.
- Works to support the implementation, troubleshooting and management of classroom instructional technology and student computer laboratories at the satellite locations.
- Assist Instructional Technology staff, while at the satellite locations, in coordinating needed installations, repairs or replacements of classroom or student technology hardware or software.
- Programming to assist in the integration of the learning management system and the student record system.
- Work with the IT department in storage solutions.
- Work with allied health department to support simulation software.
- Work with staff at the satellite locations in the coordination of instructional technology needs.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of relevant computer hardware, software and applications. Experience in developing multimedia and web-based curricula. Ability to troubleshoot. Attention to detail. Advanced skills in the use of technology applications. Ability to work independently. Strong time management skills. Ability to work effectively in a busy office with frequent interruptions.

LEADERSHIP and COMMUNICATION SKILLS: Ability to communicate diplomatically, clearly and effectively both verbally and in writing. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion. Ability to interact effectively with diverse student populations and a wide variety of coworkers. Ability to organize and express instructions in a logical sequence to describe how something works or explain how to perform a series of tasks.

DECISION-MAKING and ANALYTICAL SKILLS: Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions. Identify and express problems and develop recommended solutions from alternative methods and procedures. Deal with abstract and concrete variables.

EQUIPMENT/SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Microsoft Access, Outlook; educational media development software tools such as Flash and Captivate; programming languages: PHP, MySQL, or other related programming languages; online courseware platforms (WebCT, Blackboard, and Moodle); image editing software (Adobe Illustrator, Photoshop, etc.); web design and editing software.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting; limited exposure to excessive noise, dust and fumes; frequent interruptions; may involve working evening hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs; occasionally required to climb or balance; and stoop, kneel, crouch, or crawl; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

_____   _____
Employee Signature/Date   Supervisor Signature/Date