EAST CENTRAL COLLEGE

JOB TITLE: Instructional Design Manager

DEPARTMENT: Instruction   **FLSA:** Exempt

LOCATION: Union Campus   **LEVEL:** 206

REPORTS TO: Vice President of Instruction   **DATE:** 3/27/2018; 05/24/16

POSITION SUMMARY: Provide campus technology development, training, and support for instructors, staff, and students. This position also encompasses all web based technology work and faculty development. The position is both programmer and designer; it also includes a development component.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of master's degree; one year related experience

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*
- Provide online learning system support for staff and students.
- Provide online learning system development for staff and students.
- Provide online learning system training/orientation for staff and students.
- Manages the distance education program
- Oversees the SARA authorization and compliance, together with the faculty distance ed coordinator
- Responsible for the MORENET connection to manage the Moodle structure
- Create and support multiple training opportunities and venues throughout the academic year
- Supervise and develop all personnel assigned, recommending selection and retention,
- Develop and manage the department budget, approving all expenditures.
- Develop and maintain college and education related websites
- Provide support, training, and content development for department specific software applications.
- Advise and co-develop college technology policies and procedures pertaining to instructional design.
- Advise college personnel regarding learning management systems and their application; work with IT staff regarding systems' interface with other campus technologies.
- Supervise the activities of those operating or repairing complex technology systems.
- Interpret policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing technology systems.
- Establish policy for the acquisition, installation, testing, operation, and maintenance of technology systems.
- Establish long-range plans and programs for new technology systems.
- Provide expertise in course development applications.
- Review new technologies for their applicability to ECC.
- Availability to work or meet in the evenings and/or on weekends.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; understanding of distance learning and technology; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills;

ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; skill in budget development and management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; understanding of education programs and tools related to community colleges. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Extensive working knowledge of computer software and hardware; web design and development productivity software; multimedia development software; online learning applications; training development software, and design methodologies.

LEADERSHIP and COMMUNICATION SKILLS: ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; Establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

DECISION-MAKING and ANALYTICAL SKILLS: Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements, perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact and complex-decision making ability.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology equipment, complex software and programs; standard office equipment and department specific equipment.

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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends; Available to travel locally and regionally to participate in meetings, conferences, and other activities related to the position duties.
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 occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

POSITIONS SUPERVISED: Instructional Design Specialist

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