

**JOB TITLE:** Instructional Design Specialist

**DEPARTMENT:** Instructional Design

**LOCATION:** Main Campus

**REPORTS TO:** Director of Online Learning & Educational Technology

**FLSA:** Exempt

**LEVEL:** 203

**DATE:** 3/25/24; 3/27/18; 05/6/13

**POSITION SUMMARY:** A diverse range of responsibilities including assisting faculty in the design and development of courses and programs, providing Learning Management System (LMS) support and training (Canvas), conducting instructional quality reviews, participating in service and committee work, implementing new technologies, and maintaining professional development.

**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 related area and/or equivalent experience/training; master's degree in Higher Education, Curriculum Design, Instructional Design, Instructional Technology, or related field is preferred, minimum two years of experience in faculty development, teaching in higher education, or instructional design, experience in developing educational curricula and programming, extensive knowledge of Instructure Canvas is preferred.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Collaborate with faculty, subject matter experts, and various stakeholders to design curricula, instructional materials, and assessment strategies.
- Collaborate with the Director of Online Learning & Educational Technology to provide optimal service to stakeholders.
- Assist with Zoom web conferencing management and event setup
- Support and train users on the Learning Management System and other educational technology platforms.
- Provide resources, templates, or other materials to help faculty with course design and teaching online.
- Provide writing or editing assistance to faculty for their online courses as needed.
- Maintain processes for the review and the improvement of instructional material quality.
- Helps academic stakeholders, instructors and students troubleshoot issues they encounter while using supported software and platforms.
- Participate in committees and service work related to instructional design.
- Research emerging instructional technologies and implement them as appropriate.
- Stay current with trends in instructional design and technology associated with the delivery of instruction.
- Communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty, and the community.
- 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, Outlook, Teams, and Zoom; educational media training development applications; online learning management systems platform (Canvas); image editing software (Adobe Creative Suite, 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

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*