

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DESIGNER

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the administrative leadership of the Dean of Instructional Support Services, the Instructional Designer works with faculty, staff and administrators to provide pedagogical and educational technology training and support for online instructors; promote the development of engaging, equitable, and accessible online courses; and provide guidance regarding evaluation and compliance with federal, state, and accreditation regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and provide faculty training to promote effective online course design, equity in design and delivery, development of accessible digital content, instructional video creation, and use of Southwestern Community College's Learning Management System (LMS) for synchronous and asynchronous online delivery.
2. Develop and provide faculty training for synchronous instruction, including pedagogy/ andragogy, equitable teaching practices, and accessibility.
3. Develop and provide faculty training in the use of technology tools for instruction, including accessible options for synchronous instruction and using tools integrated into Southwestern Community College's Learning Management System (LMS).
4. Participate in preparing and providing Southwestern Community College's Learning Management System (LMS) training, including open labs and individual appointments, to assist faculty building synchronous online and asynchronous online and web-enhanced courses.
5. Create partnerships with disciplines to develop and implement effective online strategies for equitable teaching and learning.
6. Provide instructional design support to faculty teaching online, including instructional strategies, development of course materials, assessment approaches, appropriate integration of instructional technologies, and best practices.
7. Participate in Online Learning Center promotion and outreach to inform faculty of training, services and activities.
8. Contribute to the development of effective practices and processes to facilitate the compliance of online courses with state, federal, and accreditation guidelines; licensing and copyright laws; and accessibility requirements for online instruction.
9. Contribute to the continuous development of infrastructure and programs to support the growth of online instruction.

10. Provide best practices and suggestions for assessment of online courses to ensure regular and substantive interaction between instructor and student, and among students is included in all distance education courses.
11. Implement creative approaches and innovative uses of technology and pedagogy to support different learning styles, diverse student populations, variety of course content and accessibility guidelines.
12. Serve on college committees as needed to contribute insight and expertise related to online instruction and distance education.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Currency and depth of knowledge in the applicable professional field, curriculum development and assessment of student learning outcomes.
- Research based practices for teaching adult learners and successful strategies to help faculty improve student success and retention in online courses.
- Extensive experience teaching in an online environment.
- Extensive experience using Learning Management System(s) in the delivery of online instruction.
- Online course review and program evaluation approaches to support successful outcomes.
- Assisting faculty with creating new and revised courses that reflect effective and equitable teaching and assessment strategies.
- Knowledge of and commitment to equity-minded and culturally responsive teaching strategies and practices that enhance student success.
- District, state and federal policies and procedures related to distance education, FERPA (student privacy), Section 508 accessibility, Title 5 regulations, etc.

Ability to:

- Communicate with district employees effectively and clearly.
- Accurately interpret Title 5 regulations, Education Code, ACCJC self-evaluation standards, and other regulatory guidelines and standards.
- Prepare clear, comprehensive, and accurate training, presentations, and email correspondence.
- Work collegially with classified professional staff, faculty and administrators.
- Organize and complete complex projects following a timeline.
- Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Employ excellent verbal, written, and interpersonal communication skills.

MINIMUM QUALIFICATIONS

A Master's degree from an accredited college or university, **OR** a valid California Community College Credential, **OR** the equivalent.

DESIRABLE QUALIFICATIONS:

1. Knowledge and experience with current practices and trends in online instruction, including effective course design, equity in online education, interaction strategies, incorporation of video and educational technology, and use of the CVC-OEI Online Course Design Rubric.
2. Advanced technical skills in use of educational software and teaching technologies.
3. Experience assisting faculty with creating course materials and assessments that are effective and equitable.

4. Experience designing and offering presentations, publications, and/or training facilitation in theory and practice of online teaching, including equitable online instruction, development of accessible online course materials, and best practices in online course design and delivery.
5. Project management experience, preferably in a higher education setting, with a demonstrated ability to set goals, think critically, solve problems, and prioritize tasks and workload to complete assignments in a timely manner.
6. Demonstrated ability to address equity gaps within online courses.
7. Expertise in culturally responsive teaching in and equitable use of instructional technology.
8. Demonstrated commitment to professional growth through participation in projects, initiatives, conferences, workshops, etc. related to the development of online education.
9. Degree or coursework in instructional design/technology or educational technology.
10. Four (4) years of experience teaching fully online classes in higher education.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office environment; constant interruptions; multi-tasking activities.

Physical Abilities: Sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment; seeing to read and verify accuracy of data.

Created: July, 2022

Southwestern Community College District