



## **Instructional Designer and Technology Specialist Job Description**

### **Position Summary:**

The Instructional Designer and Technology Specialist is responsible for standards, design, development, management, and support of online courses; provides consulting and training to ID team members, faculty and staff on the use of computer based instructional and multimedia applications; assists with the technical and programmatic developments of assigned projects and applications; provides assistance with planning and coordinating materials with the course instructor(s) and program director. The successful candidate is expected to be able to apply pedagogical based design in a creative and effective manner.

### **Essential Responsibilities:**

#### **New Course Development**

- The Instructional Designer and Technology Specialist (IDTS) will work with Doane faculty members or Subject Matter Expert for each course to be designed and produced. The IDTS will identify the pedagogical best practices and supporting educational technologies needed for Doane to effectively execute curricular mission, and work with other ID team members, faculty, deans and additional stakeholders to articulate the goals, assessments, standards, activity paths, learning objects and content for online education. In collaboration with ID team members, faculty, deans and other stakeholders, the IDTS will oversee the implementation of standards, policies and procedures to guide the team in the creation, production, assessment and refresh of Doane's online courses.

#### **Instructional Design Consultation**

Responsibilities include:

- Analyzing existing course (if applicable). The IDTS will consult with designers and individual course faculty to analyze the learning objectives, learning activities, and evaluation methods of the existing course.
- Consult with designers and faculty to create learning activities and evaluation methods suitable for online learning, incorporating a variety of instructional tools, including HTML pages, simulations, graphics, video & audio.
- IDTS will participate in regularly-scheduled meetings (in-person and virtual) with faculty to consult for standards, instructional design, update project timelines, construct learning activities, review materials in progress, and answer questions. On-demand guidance and feedback for course faculty throughout the development process will also be provided.
- Consult on multimedia selection with individual course faculty on the selection, formatting, and production of appropriate multimedia suitable for achieving learning outcomes and objectives.

- Provide project management throughout the course development process including creation of a project management timeline for course development and will update staff/faculty on progress against the timeline.
- Provide course development tools, handbooks, and/or worksheets (e.g. timelines, multimedia selection guidance and storyboards, worksheets, reference materials) to course faculty and/or content experts.
- Advise faculty on best practices related to online teaching and learning, strategies for course offerings and faculty development, and/or effective assessment methods for promoting student learning.
- Support faculty on the use of the course management tools for online course management (e.g. monitoring and facilitating discussion board postings, responding to e-mail, maintaining the grade book, providing feedback) and on the use of course assessment tools.
- Manage the course development process so that projects are produced on time and on budget.
- Produce the Course Development Assets. IDTS will assist course faculty to define, format, develop, review, and edit the elements for the Course Development Assets (e.g. standards guides, course development manuals, worksheets, etc.), to convert the elements to the course Canvas site, to include identification of interactive elements for course website content, where possible. Items may include:
  - Support Information
  - Syllabus (e.g. policies, descriptions, grading policies, etc.)
  - Course Schedule
  - Getting Started Items
  - Learning Modules (e.g. overviews, learning objectives, learning materials and activities, practice items, assignments and assessments, methods of evaluation, etc.).

### **Course Production Services**

- Lead the development of standards, policies and procedures for course production.
- Establish a course shell for online delivery in LMS.
- Convert existing files to formats that can be used with LMS.
- Set up the course website, including syllabus, getting started items, course schedule, modules, learning activities and materials, assignments, assessments, surveys, presentations, links, grade book, groups, and discussion boards as required.
- Apply ADA accessibility code to course website materials and convert course content into reasonable ADA accessible formats such as text-formats for audio/visual materials.
- Copyedit course materials.
- Conduct quality assurance review, functionality testing, and facilitate approvals of course site per the Quality Matter guidelines.
- Conduct course duplication tasks and post-duplication checks as appropriate.
- Ensure that Doane's intellectual property guidelines are followed.
- Produce final course materials or modules.

## **Course Refresh and Revamp Development**

Instructional Designer and Technology Specialist will conduct course design Refreshes and Revamps and content updates on existing courses sufficient to prepare each course for the subsequent term, while incorporating content and design changes at the direction of faculty and/or the relevant deans or the Director of Online Education after review of assessment data.

### **Course Refresh**

- Prepare courses for each subsequent term.
- Content changes up to 50% of the full course content, and/or setup new course and/or syllabus calendar.
- Realign content changes with new textbook &/or edition, or due to material changes in the stated learning outcomes.
- Adjust new grade book entries.
- Update links to internally and externally hosted content.
- Update course / module release dates within LMS, if applicable.
- Apply ADA accessibility code to course website materials and convert course content into reasonable ADA accessible formats such as text-formats for audio/visual materials.
- Project management.
- Quality assurance testing.

### **Course Revamp**

- Course Revamps include content changes equal to 80-100% of the full course content and shall include the New Course Development activities.

### **Course Maintenance Services**

- Provide technical, course-related support to faculty during course delivery including correction of broken links, date criteria, grade book, discussion board, assignment link, and/or group issues.
- Correct minor assignment or content pieces in the active course when necessary for students to progress through course modules.
- Research faculty technical issues and troubleshoot potential resolutions when IT support is not available for assistance during an active course.

### **Technology Specialist**

Responsibilities include:

- Input or direct the input of curriculum content into the edX or other LMS platform
- Conduct or assign Quality Assurance reviews and revisions to include:
  - Browser compatibility
  - Correct content and information
  - Seamless functionality
  - Quality Matters checklist
- Work with individual faculty on the use of the edX and other LMS platform and applicable assessment software
  - Generate or delegate teaching, administrative, and assessment materials including imagery, PDFs, simulations and multi-media pieces
  - Build courses to the Quality Matters established framework
  - Responsible for project management of assigned courses and meticulous documentation of project status

- Serve as copy editor to correct grammatical and punctuation errors
- Ensure Section 504 and 508 compliance
- Assist with identifying software and educational products that will be used in the learning environment.
- Create presentations (textual and graphical) from academic content
- Initiate course reviews per refresh calendar to identify broken links, outdated content, and textbook and/or faculty changes
- Work with closed captioning and transcription service to transcribe videos and audio files
- Create and support electronic resources such as FAQs, help guides, etc.
- Course Maintenance Services
  - Provide technical, course-related support to faculty during course delivery including correction of broken links, date criteria, grade book, discussion board, assignment link, and/or group issues.
  - Correct minor assignment or content pieces in the active course when necessary for students to progress through course modules.
  - Research faculty technical issues and troubleshoot potential resolutions when IT support is not available for assistance during an active course.

### **Qualifications/Skills/Abilities:**

- Master's degree (preferred) with eight or more years of direct experience as an instructional designer or related position required.
- Experience developing MOOCs preferred.
- Excellent interpersonal, verbal and written communication and organizational skills required.
- Demonstrated ability to plan, strategize, and creatively design major instructional design projects for online initiatives.
- The ability to persuade, lead, motivate, instruct, act as part of a team and prioritize projects and activities as required.
- Demonstrated experience with online teaching and learning programs in high tech or higher education and familiarity with a learning management platform.
- Demonstrated understanding of instructional design methodologies and adult learning theory is necessary.
- Ability to analyze processes and procedures and make suggestions for improvement is necessary.
- Flexibility and adaptability are key in a work environment where needs change.
- Enthusiasm for researching and experimenting with emerging education and web technologies.
- Three to five years of HTML mark-up experience preferred.
- Audio and video production experience is preferred.
- Knowledge and application of WCAG 2 and ADA standards is required.