



Associate Director - Online Education Services

The Associate Director will fulfill the role of lead instructional designer and technology specialist for all Online Education Service's instructional design and technology projects. This individual will assist in the leadership and management of the design, creation, delivery, support, and evaluation of online and blended courses for a growing suite of programs offered across a variety of platforms, disciplines, and audiences. This individual is responsible for daily management of the OES instructional design team in developing high-quality courses for online and hybrid environments.

This position works closely with the Director of Online Education Services. In addition, this individual provides instructional design support, consultation, needs-based training and guidance for best practices, ADA compliance support, and quality assurance for their instructional design and technology team as well as Doane University's internal and external stakeholders.

In addition, the Associate Director in their instructional designer and technologist function will provide leadership, consulting and training to faculty and staff on the use of computer based instructional and multimedia applications; assist with the technical and programmatic developments of assigned projects and applications; as well as provide assistance with planning and coordinating materials with the course instructor(s).

Essential Responsibilities and Duties:

- Assist the Director of Online Education Services (DOES) in researching and establishing the current best practices of online learning and quality course design to ensure the production of course alignment with programmatic outcomes and established design values for online programming.
- Collaborate closely with the Director of Online Education Services in new program development, curricular renovation, faculty development and the design of ground, hybrid, and online courses.
- In coordination with the DOES, identify the pedagogical best practices and supporting educational technologies for effective execution of the department's curricular mission.
- Conduct in-person and virtual meetings with the OES Director on progress of all OES projects.
- Coordinate with their instructional design and technology team to develop online courses that meet the standards for quality assurance as determined by the Quality Matters (QM) standards
- Supervise and be responsible for the quality of work created by their instructional design and technology team
- Review coursework against Quality Rubrics
- Proofread, coordinate, approve, and maintain curriculum developed by their instructional design and technology team

- Training and onboarding of new team members
- Recommend teaching techniques and the use of different or new technologies
- Mentor or coach internal instructional design and technology team to improve their skills
- Coordinate the project plan and progress made by their instructional design and technology team
- Review and approve course build created by their instructional design and technology team
- Assess and discuss the implementation of curriculum standards with stakeholders
- Plan, organize, and conduct workshops in new content or programs for internal and external stakeholders
- Perform other duties as assigned

Instructional Design Consultation

- Identify the pedagogical best practices and supporting educational technologies needed to effectively execute curricular mission, and work with faculty to articulate the goals, assessments, activity paths, learning objects and content for each new course.
- Consult with faculty to design learning activities and evaluation methods suitable for online learning, incorporating a variety of instructional tools, including HTML pages, simulations, graphics, video & audio.
- AD/ IDTS will participate in regularly-scheduled meetings (in-person and virtual) with faculty to consult for instructional design, update project timelines, construct learning activities, review materials in progress, and answer questions. Provide on-demand guidance and feedback for course faculty throughout the development process.
- 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 email, 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 Blackboard/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.).

Required Education/Experience:

- Bachelor's degree plus eight years of direct experience as an instructional designer or a related position
- Experience must include three to five years of HTML mark-up experience
- Online teaching experience in higher education
- Audio and video production experience
- Experience in successfully prioritizing, managing multiple projects, and working in a diverse and professional team environment
- Experience with online teaching and learning programs in high tech or higher education and familiarity with a learning management platform and other course management tools

Required Knowledge/Skills/Abilities:

- Knowledge and application of WCAG 2 and ADA standards
- Demonstrated understanding of instructional design methodologies and adult learning theory is necessary
- The ability to persuade, lead, motivate, instruct, act as part of a team and prioritize projects and activities
- Excellent interpersonal, verbal and written communication and organizational skills
- Demonstrated ability to plan, strategize, and creatively design major instructional design projects for online initiatives
- Ability to analyze processes and procedures and make suggestions for improvement is necessary.
- Flexible and adaptable in a work environment where needs change.
- Enthusiasm for researching and experimenting with emerging education and web technologies.
- High level of organization skills and project management expertise

Preferred Education/Experience:

- Master's degree
- Two to three years of experience in developing and maintaining courses and programs on a MOOC platform