

BARSTOW COMMUNITY COLLEGE DISTRICT

CLASS TITLE: **INSTRUCTIONAL DESIGN SPECIALIST** **Salary Grade: 25**

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Instructional Design Specialist will work collaboratively with Distance Education team members and course stakeholders to foster effective teaching and learning experiences through the integration of learning technologies, pedagogical theory, user experience design, and instructional design; provide comprehensive support and services to students, faculty, and staff in the effective use of the college's learning management system (LMS); provide instructional design support to faculty and subject matter experts in the analysis, design, development, documentation, and implementation of online and hybrid courses; work with IT staff to report/discuss technical issues and test new technologies.

REPRESENTATIVE DUTIES:

Provide all-around support and services for online students via multiple communication channels including but not limited to email, chat, phone, webinar, social media platform, and video conferencing. *E*

In coordination and collaboration with the Public Information Office, develop and maintain online social networking service/site for potential and existing BCC online students. Establishes an online student community through various engagement activities such as social media, online forum, and discussion boards. *E*

Assist in the collection and analysis of data related to online student experience (through social media, student surveys, and other channels); identifies issues and recommends solutions to enhance online student experience. *E*

Provide pedagogical and technical support to faculty in the analysis, design, development, implementation, and evaluation of multimedia and multimedia video packages to support the specific needs for technologically sophisticated products to facilitate the online learning experience for students. Download and install software according to established IT policies and procedures. *E*

Serve as a resource person to faculty and staff for designing and utilizing technology in online instructional settings to meet established learning objectives and enhance online student engagement. *E*

Provide support to faculty in applying course design standards in content presentation, interaction, assessment, and accessibility. *E*

Performs LMS administrative tasks in order to troubleshoot on-line pedagogy and ensure proper functioning of the on-line courses. Provide support in conducting quality assurance reviews of online courses. *E*

Provide guidance to faculty regarding instructional strategies for integration of technology and instruction. *E*

Maintain currency in the field of instructional design, accessibility, and emerging learning technologies. *E*

Develop and present workshops and tutorials on the LMS and multimedia technologies for faculty, students, and staff. *E*

Provide technical support to students for on-line courses including access and technology issues related to submitting assignments, tests, or other related course materials in an on-line environment. *E*

Plans, prioritizes, schedules, trains, maintains records, processes time cards, and reviews the work of student assistants. *E*

Other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Media product design principles and practices.

Learning styles and environments.

Best practice in Instructional Design

Distance Education Accessibility Guidelines

Teaching methodologies.

Computer-based multimedia technologies.

Web/electronic publishing.

Video technologies; and software including web development, word processing, graphic packages, authoring, spreadsheet, data base, and multimedia specific packages for a variety of platforms.

ABILITY TO:

Design and produce multimedia, web and video packages, including digital editing and production organization.

Maintain records and make technical reports as required.

Organize projects.

Meet deadlines.

Research and work independently.

Explain complex technical and quantitative information to general audiences and individuals.

Learn new skills as required by the changes in technology.

Communicate effectively, both orally and in writing, and work cooperatively with faculty, students and other

staff members both individually and in group settings.
Train assigned staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in instructional design, education technology, instructional communications, computer information science, media communication or a related field and two years of experience in web design/publication and application or computer-based multimedia for instructional or training purposes, including experience in using courseware, multimedia authoring systems, development and production software/equipment, digital imaging, audio and video.

OR

Any combination equivalent to: Associate’s degree in computer science or a related field and two additional years of qualifying experience (see above for qualifying experience) for a total of four years of experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- 1. Seldom = Less than 25 percent
- 2. Occasional = 25-50 percent
- 3. Often = 51-75 percent
- 4. Very Frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table, or in meetings of various configurations.
- b. Ability to stand for extended periods of time.
- 1 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for the purpose of reading printed matter.
- 4 e. Ability to hear and understand speech at normal levels.
- 2 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 g. Ability to bend and twist.
- 1 h. Ability to lift 25 pounds.
- 2 I. Ability to carry 25 pounds.

- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.