State College of Florida, Manatee-Sarasota
Job Description

**Job Title:** Specialist, Instructional Design, Distance Learning

**Reports to:** Director of Instructional Technology and Distance Learning

**FLSA Status:** Exempt

**Level:** 212

**Position Class:**

**Job Summary:**
The Instructional Design Specialist, under the leadership of the Director of Instructional Technology and Distance Learning and in collaboration with the academic affairs divisions, is responsible to provide leadership, expertise, and creativity to support and inspire faculty in the successful integration of technology into teaching and learning. The Instructional Design Specialist helps faculty shape how the intellectual property of an on-line course is developed, how teaching strategies can be used to achieve learning outcomes, and how courses and learning strategies can be more interactive and engaging. The Instructional Design Specialist is both an accomplished teacher and a technologist, one who is able to assist faculty in the application of technology to achieve course goals and to extend a course to students without regard to the place or time of instruction. The Instructional Design Specialist is expected to have a comprehensive understanding of the many and varied software applications and technologies available to support learning in all disciplines.

**NOTE:** Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

**Essential Duties and Responsibilities:**
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Guides faculty in the design or redesign and development of course goals, content and instructional strategies and activities for web enhanced and fully on-line courses.

2. Assists faculty in evaluating learning outcomes for ongoing revision and improvement of technology-enabled or enhanced instruction.

3. Assists the Director of Instructional Technology and Distance Learning in the development of a comprehensive Faculty Development Program to encourage the thoughtful application of technology in the classroom and on the web.

4. Develops and teaches mini-courses and workshops and provides one-on-one consulting for faculty developing courses and course components for electronic delivery.
5. Supports Faculty in their experimentation and use of current academic web and multimedia development software and interactive learning techniques.

6. Researches and evaluates commercially produced software and courseware.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree from a regionally accredited institution plus three years’ experience, or a Bachelor’s degree and five years’ experience integrating technology into the teaching/learning process. Demonstrated knowledge of multimedia instructional technologies (especially the web), distance education, and instructional design and assessment methodologies. Demonstrated ability to design, create, and deliver instructional materials using appropriate development tools, and to train and lead faculty in these endeavors.

- **Supervisory Experience:**
  Two years of supervision of staff in an educational setting or customer service setting desirable.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional/scientific journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheets, databases, internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current college e-mail, databases and other college required software. Must remain current with technology changes.

- **Certificates and Licenses:**
  None.
Responsibility for People and Property:
No direct supervisory responsibilities.

Responsibility for Communication:
- Internal Contacts:
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other State College of Florida, Manatee-Sarasota administrative and support departments.

- External Contacts:
  To be determined. (Need something here.)

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment varies from very quiet to moderate.

Physical Demands:
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and speak or hear. The employee is frequently required to sit for extended periods of time. The employee is occasionally required to stand, walk, and lift and/or move up to 20 pounds. Specific vision abilities required include close vision, distance vision, identification and discernment of colors, peripheral vision, depth perception and the ability to focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College's mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
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<td>Preparing Manager</td>
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