

KCTCS
JOB SPECIFICATION

Title: **Instructional Designer**

Job Code: **P0005**

Occupational Category: **Instructional Services**

Band: **9**

FLSA Status: **Exempt**
(Exempt/Non-Exempt)

Approved by: _____

Effective Date: **11/01/07**

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of this classification and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be required to perform job-related tasks other than those specifically presented in this job specification.

General Purpose:

Collaborates with System Office staff, project team leaders, and online instructors to plan and design the development of online interactive courses/modules.

Characteristic Duties and Responsibilities (Ranked by Importance):

- Collaborates with subject-matter experts to review, design and develop courses/modules and/or web-based training with well-defined dependencies and prerequisites and desired outcomes in on-demand, competency-based, self-paced format for online delivery.
- Develops and uses course management system's predefined courses/modules templates, insures storyboard/map or courses/modules outline, including interactive, engaging content, plus hands-on exercises and on-site lab assignment content.
- Uses authoring tools including those for producing text, graphics, animation, and sound.
- Trains external and internal individuals on predefined CMS template and trains/assists identified instructional leaders at the colleges.
- Identifies areas of weakness in created courses/modules, and employs strategies for improvement.
- Develops and executes project plans to ensure timely delivery of learning courses/modules using sound instructional design.
- Consults on revisions and continuing courses/modules development and maintenance.
- Coordinates multiple projects.

Minimum Education/Experience (Certificates, Licenses, Registration):

Bachelor's degree (Business, Education, Communications, or related field), and two years related experience, or equivalent.

Special Qualifications:

- **Communication:** Possesses excellent interpersonal communication skills.
- **Problem Solving:** Problems are usually unique and have not come up before. Develops new solutions that have not been previously applied and has the discretion to implement them.
- **Supervisory Responsibilities:** Functions in a lead capacity over others but is not a direct supervisor. May assign, schedule and monitor the work of others.

- **Oversight and Direction:** Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise.

Working Conditions/Job Hazards:

- Normal office environment with moderate noise (examples: business office computers, printers, etc.)
- Low degree of hazard or danger associated with the job.

Physical Demands: (with or without reasonable accommodation)

- Primarily sitting using fingers, hands and arms to reach. Occasional stooping, kneeling, or crouching. Optional standing and walking. Ability to effectively communicate using auditory or visual methods.
- Occasionally lift up to 10 pounds.
- Primarily use close vision (clear vision at 20 inches or less).