



Job Title: Instructional Design Specialist

CLASSIFICATION DESCRIPTION

Department: Instructional Technology

Pay Grade: 109

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for supporting the design, development, and delivery of online course and programs for staff and faculty. Duties include: providing training and instruction; researching data and information; making recommendations for upgrades to hardware, software, equipment, and technology in the field; providing instructional design options to faculty; facilitating the design and development of course content, course assessments, and learning activities; and guiding the integration of new instructional strategies to engage students, promote active learning, achieve learning outcomes, and improve student success.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Oversees activities, analyzes, and provides training and support to staff and faculty in designing and creating coursework curriculum and delivery.
- Plans, implements, and analyzes technological solutions in an academic environment; defines requirements for useful, logical, and effective solutions.
- Coordinates online course technologies which require: conferring with faculty to determine needs and technology capabilities; training and supporting users; and administering course software.
- Develops and maintains internal and external partnerships to maximize effectiveness for educational programs and market offerings to outside sources.
- Conducts research related to academic technologies and makes recommendations for hardware and software upgrades.
- Conducts course reviews; provides recommendations to eFaculty mentors, peer review team, and administrators to ensure quality and timely completion.
- Collaborates with Instructional Technology Technicians to design, revise, develop, and deliver professional development workshops for online instructors; assists instructors in completing professional development, understanding expectations, and preparing for course delivery.

- Assists instructors in using the grade book so that grades can be successfully pushed to Peoplesoft.
- Works with others on special projects such as MOOCs, tutorials, social networking applications, open educational resources, etc.
- Interacts with the course delivery manager to resolve technical problems.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master’s degree; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Learning outcomes analysis and instructional design principles;
- Research methods;
- Academic course technologies;
- Image/video manipulation techniques;
- Training techniques;
- Customer service principles;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Evaluating software applications;
- Identifying, researching, troubleshooting, and resolving complex technical issues;
- Converting files;
- Communicating technical information to a non-technical audience;
- Working as a team with faculty on subject matter;
- Providing customer service;
- Maintaining records;
- Training end-users and faculty members;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Evaluate workshops;
- Analyze course content; and
- Make recommendations for improvement.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
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Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.