

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Curriculum Designer		<i>BOT Date:</i> Sept 25, 2002	
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0639	<i>Adm. Rev:</i> Dec 12, 2005

GENERAL DESCRIPTION

Responsible for providing instructional and program development expertise to support the utilization of technology in the learning environment. Collaborates with staff and faculty to plan learning experiences in the classroom utilizing technology.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Collaborates with staff to identify instructional goals and objectives relating to technology integration to include organizing content and designing lesson plans and learning activities.	15%
2.*	Assists in identifying and constructing instructional goals, objectives, content, lesson plans, and learning activities.	15%
3.*	Provides design and production training and assistance. Identifies instructional strategies for use in developing and delivering web-based courses and programs.	20%
4.*	Provides assistance to create original work, as well as utilize commercial sources for instructional purposes.	15%
5.*	Facilitates and trains in the effective uses of information and instructional technologies that incorporate diverse teaching strategies to meet a variety of learning styles.	15%
6.	Researches, designs, writes and produces clear user documentation and other training materials (print, websites, multimedia and online tutorials), such as curriculum guides, timetables, and exercises.	15%
7.	Conducts evaluations to assess effectiveness of delivery and content of training sessions and materials. Maintains records and prepares related reports.	5%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required; Master's Degree preferred.	
<i>Experience:</i>	Three to five years of prior related work experience.	
<i>Planning Scope/Level:</i>	Plans events that are expected to occur in the next one to three months, or on a quarterly basis. The scope of planning may impact the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis or related services. Services provided are directly related to the use of grant funds, and actions may have a direct contribution on methods used to generate revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which typically affect the assigned department, but may at times affect the operation, services, individuals, or activities of others outside the department.	
<i>Complexity:</i>	Work is complex, varied and non-standardized, requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, a high level of analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plans for various interrelated activities; and coordinates such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures, and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communication:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters, or to supply or seek information on specialized matters. Contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion may be required.	
<i>Supervisory:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or department activities.	
<i>Job Knowledge:</i>	Advanced professional skills to include professional theory and practice applied at the level of a "seasoned" professional. Requires extensive knowledge of information technology equipment and software; and instructional skills. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex, results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed sitting at a desk in an office, library, computer or classroom. Physical effort involves intermittent sitting, standing and stooping, with occasional lifting of 25 lbs. or less.	