

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Instructional Designer			<i>Approval Date:</i> August 10, 2009
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0650	<i>Approved by:</i> College President

### GENERAL DESCRIPTION

Responsible for providing instructional and curricular development services to support the utilization of instructional best practices and technology in the learning environment. Collaborates with faculty to plan and deliver instructional design services and training to foster student learning and engagement.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Design training courses and programs necessary to meet faculty training needs, or manage this activity via external provider(s).	15%
2.*	Plan, develop, and deliver faculty professional development to include online workshops, face-to-face training, peer sharing, and repository of training resources.	15%
3.*	Liaise with other institutions that support academic functions to understand all necessary aspects of faculty training needs. Ensure training and instructional materials are developed to support institutional learning through excellence in teaching and instructional delivery.	10%
4.*	Research, develop, and communicate innovative uses and practices of teaching/learning with technology.	15%
5.*	Organize and coordinate the logistics of faculty in-services to achieve an effective professional development experience.	5%
6.	Maintain awareness and knowledge of contemporary and innovative uses and practices of teaching/learning with technology. Provide recommendations and guidance to academic stakeholders.	10%
7.	Assist in assessing effectiveness of faculty professional development as it relates to improvement/enhancement of teaching/learning practices	5%
8.	Work with faculty in groups or one-on-one to provide instructional design services that assist faculty in development of in-class and/or online.	15%
9.	Coordinate faculty peer-sharing of best practices and new teaching/learning strategies.	10%
10.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<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.	