



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Instructional Designer, Spring 2023

DESCRIPTION OF PROJECT, WORK, OR SERVICE REQUESTED

Work with faculty, administrators, and staff to coordinate online learning and faculty growth and development.

Analyze, design, develop, and implement an integrated professional growth program for faculty. Collaborate across district programs and sites to align faculty training and skills with student affairs, information technology, human resources, administrative services, and advancement.

Respond to faculty needs through the Center for Learning and Innovation help desk; provide continuing training and just-in-time resources to improve faculty development and culturally sensitive pedagogy.

Advance the use of technology as an integral delivery tool for instruction and student achievement.

Plan and conduct training on the use of instructional technology tools, conduct research on emerging technologies and best practices, and develop resources to support faculty or staff in improving their technology skills.

This position interacts with many different individuals from across divisions, including the Center for Learning and Innovation staff, the Distance Education Committee, Academic Senate, administrators, and other campus governance groups.

REPORTS TO: Vice President of Academic Affairs or assigned administrator

Receives direction from the Vice President of Academic Affairs or another assigned administrator. Incumbents work within a framework of established goals and objectives.

SAMPLE DUTIES AND RESPONSIBILITIES:

Under the general supervision and direction of the Vice President of Academic Affairs or an assigned administrator, the Instructional Designer (ID)

- 1) leads and provides oversight for the instructional design activities of the college. Consult with faculty on the planning, development, review, and implementation of course designs.
- 2) consults with faculty peers on course design, course development, learning objectives, classroom management, active learning, relevant instructional pedagogies, assignments, accessibility, and interactive activities coupled with assessment methods, online course and equity rubric alignment, and teaching strategies for hybrid and online courses.
- 3) partners with the campus to develop and implement comprehensive, coordinated programs, learning management systems, and related software.

- 4) promotes excellence and innovation in teaching, learning, and technology applications for instructional design.
- 5) works closely with faculty to promote the quality of instruction, lead the implementation of new initiatives, train faculty in best practices, and mentor faculty in instructional design.
- 6) serves, as needed, as the District contact for California Community College Chancellor's Office initiatives.

Additional duties and responsibilities may include, but are not limited to, the following:

- 1) Lead faculty training in course design and online andragogy; mentor faculty in effectively using a learning management system (LMS) for instruction.
- 2) Research current trends, issues, and developments in instructional design and innovative pedagogies. Share results, information, and resources with faculty.
- 3) Lead the development of course templates for all online courses.
- 4) Support faculty in exploring statewide initiatives, projects, and goals as offered and required by Consortium members of the California Virtual Campus - Online Education Initiative.
- 5) Ensure faculty and district compliance with licensing and copyright laws and regulations in an educational setting.
- 6) Participate in departmental, divisional, advisory, campus-wide, and community committees as part of the District's shared-governance process and service area needs.
- 7) Perform other faculty duties as specified in the faculty bargaining agreement and outlined in Board Policy.
- 8) Support accessibility in online education and ensure that all students—including those with a disability—are able to access course materials and tools and receive an equivalent education.

Deliverables expected

- 1) Integrated and comprehensive professional growth program for faculty.
- 2) Maintain regular office hours in the Center for Learning and Innovation and participate in additional service hours/activities that benefit the student, college, or community.
- 3) Support faculty helpdesk (i.e. answer calls, tickets, in-person support, or emails) related to the college's LMS (Canvas).
- 4) Provide regular and ongoing communication to notify all faculty of training opportunities, and promote faculty skills in online teaching techniques and best practices in pedagogy.

MINIMUM EDUCATION AND EXPERIENCE

- Master's degree from an accredited college or university in Instructional Design, Education, Information Technology, Computer Science, or any other related field, OR the equivalent.
- Two (2) years of demonstrated successful experience under limited supervision working with academic technologies, instructional design and/or learning management platforms, preferably in support of online learning.
- Demonstrated ability to adapt teaching strategies and techniques to different student abilities, learning styles, cultures, and ethnic groups.
- Experience in courseware design and leading training for online teaching.

- Ability to develop and utilize instructional materials, including lectures and labs, for multiple modalities.

DESIRED KNOWLEDGE

- Knowledge and understanding of the racial, socioeconomic, and academic diversity within community college populations.
- Knowledge and understanding of the need for equity-minded and culturally-responsive teaching practices in the community college setting.
- Knowledge of online learning theories, instructional design, and andragogy.
- Knowledge and facility with learning management systems and online course delivery tools and techniques.

DESIRED SKILLS AND ABILITIES

- Work independently, organize workflow, and collaborate effectively as part of a team to meet the needs of assigned areas of responsibility across multiple projects.
- Communicate clearly and concisely, both orally and in writing, with both technical and non-technical personnel; prepare clear and concise administrative and technical reports, correspondence, and memoranda.
- Read and comprehend complex written and technical materials related to the LMS or other systems.
- Work under pressure of time and prioritize conflicting demands.

DESIRABLE QUALIFICATIONS:

- Demonstrated experience teaching in a variety of settings, including but not limited to online, dual enrollment, and large lectures.
- Four (4) years of demonstrated successful experience under limited supervision working with academic technologies, instructional design and/or learning management platforms, preferably in support of online learning.
- Ability to use innovative and creative teaching techniques (lecture and labs) and equipment such as multimedia hardware, current applications, and online instructional strategies.
- Working knowledge of Canvas is particularly desirable.

TERMS OF APPOINTMENT

1. The initial term of assignment will be one academic term.
2. Assignment will commence spring 2023 and will conclude June 30, 2023.
3. Time commitment is expected to be 30 hours per week.
4. Compensation will be reassigned time at 80% of load.
5. Monthly time and effort reports are required to be submitted and discussed with supervisor.
6. Part-time faculty are invited to apply.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment.
(Maximum of 1 page)
2. Submit to HR by email to work@hartnell.edu only. Please do not bring paper applications to the Human Resources office or email HR staff directly.
3. Deadline for submission is Monday, December 12, 2023, at 3:00 p.m.

VPAA approved: November 23, 2022

Submitted to HCFA: November 28, 2021