



## Job Description

<b>Job Title:</b>	Instructional Developer II	<b>Grade:</b>	L
<b>Department:</b>	E-Learning and Professional Development	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Supports CPCC faculty in the development and delivery of quality online and hybrid courses using research-based standards and effective and innovative e-learning tools and instructional strategies that promote student success.

### **Characteristic Duties and Responsibilities:**

1. Assists instructors in aligning instructional and assessment strategies to student learning outcomes in online and hybrid courses and/or programs.
2. Provides training on Blackboard and Moodle, or similar technology, to faculty and staff.
3. Partners with instructors to build course content.
4. Provides training to instructors at assigned campus(es) for technology needs.
5. Keeps up to date with new software products that will enhance online/hybrid instruction.
6. Participates in quality review of online and hybrid courses and/or programs.
7. Assists instructors with implementation of best practices in course design and delivery.
8. Consults with faculty and staff to identify instructional development needs; provides direction and guidance regarding content, instructional design, and media selection.
9. Performs other duties as assigned.

### **Reporting Relations:**

**Direction Received:** Reports to Executive Director of eLearning  
**Direction Given:** Not responsible for directing or providing functional guidance to other staff

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution, 2 years of higher education or training and development experience and over two years of experience developing and/or support with computers, software packages, and internet technologies. Candidates must be team players, creative, have good communication skills, and the knowledge and application of emerging technologies and associated software in the teaching/learning process.

### **Preferred Qualifications:**

Master's Degree from a regionally accredited institution, teaching experience



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge and application of emerging technologies and associate software

Ability to apply technology in teaching/learning process

Competency in applying and using computer and emerging technologies

Knowledge of learning theories in development and application of instruction

Ability to interact and provide information to individuals or groups with diverse background

Listening skills

### **Working Conditions:**

Typical office environment; may travel to other campuses and overnight travel to conferences and seminars

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. January 2017