## Job Description

**Job Title:** Instructional Developer I  
**Grade:** J  
**Department:** Professional Development and eLearning  
**FLSA:** Exempt

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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:

Plans less complex instructional systems, dealing with a variety of interrelated media and technology elements, to improve classroom productivity and student learning; assists in the planning, marketing, and implementation of online courses.

### Characteristic Duties and Responsibilities:

1. Consults with faculty and staff to identify instructional development needs; provides direction and guidance regarding content, instructional design and media selection; seeks assistance from Instructional Developer II for more complex requirements.
2. Provides computer-assisted editing to create instructional and promotional material.
3. Provides training on Blackboard and Moodle, or similar technology, to faculty and staff.
4. Interacts with instructors to build course content; seeks assistance from Instructional Developer II regarding pedagogy when working with instructors to develop online or more complex course content.
5. Provides training to instructors at assigned campus(es) for technology needs.
6. Handles webcasts, teleconferences, etc. at assigned campus(es).
7. Keeps up to date with new software products that will enhance online/hybrid instruction.
8. Maintains quality control with courses by advising instructors of available technologies to make course materials “state-of-the-art”.
9. Organizes and presents the “Summer Institute” for online instruction.
10. Performs other duties as assigned.

### Reporting Relations:

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

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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. Revised April 2015
Job Description

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Minimum Requirements:

Associate Degree from a regionally accredited institution and 2 years of experience developing with and/or support computers, software applications and internet technology

Preferred Qualifications:

- Associate Degree in Instructional Technology or related field
- Experience supporting the development of educational training materials
- Team player, creative, have good communication skills
- Knowledge and application of emerging technologies and associate software in the teaching/learning process

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

Working Conditions:

Typical office environment; may walk between buildings on campus; may travel to other campuses and overnight travel to conferences and seminars; may experience minor discomfort from extensive use of a computer and display

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