



Job Description

Job Title:	Instructional Developer II	Grade:	L
Department:	E-Learning and Professional Development	FLSA:	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 elearning tools and instructional strategies that promote student success.

Characteristic Duties and Responsibilities:

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

Reporting Relations:

Direction Received: Reports to Director of Distance Education Development and Delivery
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 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 associate software in the teaching/learning process.

Preferred Qualifications:

Master's Degree from a regionally accredited institution



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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 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