



## Job Description

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

Supports CPCO 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. Provides training on Learning Management System(s) and learning technologies to faculty and staff.
2. Interacts with instructors to build quality design courses.
3. Organizes and provides training to instructors at assigned campus(es) for technology needs.
4. Provides computer- assisted editing to create instructional and promotional material.
5. Keeps up to date with new software products that will enhance online/hybrid/seated instruction.
6. Maintains quality control of online and hybrid courses by advising instructors of available technologies to best support student engagement and learning.
7. Consults with faculty and staff to identify instructional development needs; provides direction and guidance regarding content, instructional design and media selection
8. Performs other duties as assigned.

### **Reporting Relations:**

**Direction Received:** Reports to 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, two years of higher education experience and two years of experience with Instructional development

### **Preferred Qualifications:**

Master's Degree from a regionally accredited institution in the area of Instructional Design/Development or Education



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

Knowledge of learning theories in development and application of instruction

Ability to apply technology in teaching/learning process

Knowledge and application of emerging technologies and associate software

Competency in applying and using computer and emerging technologies

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

Listening and communication 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