



ISSUED: 1/98
& 8/97

CLASS
CODE: PE107

TITLE: <u>Instructional Technology Designer</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE107</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Coordinate and participate in the design, development and implementation of computer based instruction for a School and/or College at the University. Serve as a leader and consultant in the instructional design process and in coordinating the efforts of a team of multimedia professionals.

ESSENTIAL JOB FUNCTIONS

- Coordinate, plan and oversee the design, development and implementation of computer based instruction; recommend instructional strategies in the development of instructional design objectives, guidelines and procedures; conduct needs analysis; design process flow chart; design and produce computer based instruction course modules that accomplish designated learning objectives and adhere to design specifications.
- Assess and recommend selection of appropriate instructional multimedia technology (i.e., personal computers, authoring programs, digital still and video equipment, graphical design software and hardware, etc.) in the design and development of computer based instructional materials. Interface with technical computing support personnel to determine software and hardware functionality.
- Develop and maintain instructional design handbook and project notebooks; compile materials, organize and format contents; write and edit design guidelines, scripts and standardized procedures and processes. Coordinate, develop and conduct training workshops; provide guidance as to the instructional design process.
- Serve as a instructional design project leader and consultant to ensure that design methodology is adhered to in the development and implementation of computer based instruction. Answer questions and provide technical expertise in the instructional design process and effective ways of delivering instruction.
- Provide functional supervision to a subordinate instructional designer and writer. Assign, monitor and review work activities. Train and instruct in technical methods and procedures.
- Serve as a resource person, liaison and consultant to faculty, project investigators, outside agencies, vendors and external clients; attend meetings; resolve problems, and provide specialized technical guidance on services.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level requires specialized knowledge and experience in the design and development in computer based instruction. Work activities involve designing and implementing standard design processes; serving as a facilitator and resource to internal and external groups; participating in a project team environment; and providing functional supervision to subordinate professional personnel. This classification level functions in a lead capacity overseeing and providing specialized guidance in instructional design methodology and technology. This classification is generally assigned to a School and/or College. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university in education, computer science, business administration or related field or an equivalent combination of education and/or experience. Advanced degree in instructional technology preferred.
- Some knowledge or experience with instructional design methodology or computer learning environments.
- Some knowledge of project management and project organization and analysis
- Excellent oral and/or written communication skills.
- Ability to communicate effectively with others.
- Strong analytic and problem solving skills.
- Ability to work in a team environment.
- Some knowledge and experience with computer-based multimedia authoring programs as well as word processing software for graphics, spreadsheet design and desktop publishing.
- Some supervisory experience preferred.
- Typically, incumbents have held positions designing specifications for instructional materials.