

# COMPTON COMMUNITY COLLEGE DISTRICT



## **INSTRUCTIONAL DESIGNER/FACULTY DISTANCE EDUCATION TRAINER**

### **POSITION DESCRIPTION**

Under general direction of the assigned administrator and works closely with the Distance Education Faculty Coordinator, the Instructional Designer/ Faculty Distance Education Trainer, leads instructional technology design work and teams that explore, identify, develop and support digital and face-to-face instructional technology solutions that promote student learning; works closely with faculty to improve instructional delivery methods and support the understanding of pedagogical principles of technology-mediated learning and perform other related duties.

### **DUTIES AND RESPONSIBILITIES**

- Leads instructional design work and faculty design teams engaged in curricular and co-curricular integration projects.
- Acts as lead co-administrator with the Learning Management System (Canvas) and provides technical support.
- Instructs and advises faculty in meeting accessibility compliance requirements for online learning and digital learning content.
- Leads the Compton Community College District evaluation design and application of instructional assessment methods/tools to demonstrate effectiveness of learning solutions.
- Works collaboratively with faculty subject matter experts to analyze instructional outcomes, develop learning objectives, structure learning activities and assessments and deliver high-quality learning experiences that leverage learning science and academic technologies.
- Partners with faculty to author digital learning courses and to create supporting material/media (audio, video, simulations, etc.), exercises, activities and assessment tools.
- Analyzes and applies tested and innovative trends in digital learning technologies, pedagogies, and instructional design to engage educators to see learning from the students' perspective and design learning experiences that are engaging and impactful.
- Provides individual and group consultation services to faculty and recommends enhancements to their teaching skills, effective ways to integrate academic technology into instruction, and assists them in designing effective online, hybrid, and web-enhanced courses in collaboration with the Distance Education Manager and the Distance Education Faculty Coordinator.
- Diagnoses problems and offers assistance to faculty when they encounter technical problems navigating the academic technologies supported by the campus.
- Designs, creates and hosts effective and innovative faculty and student tutorials, workshops, training sessions, and institutes, using face-to-face, multimedia, and digital delivery methods, in conjunction with the adoption and deployment of digital learning tools and academic technologies on campus.
- Partners with representatives from information technology and administrative services to help ensure the integrity and efficacy of academic technologies used on campus.

- Promotes Academic Innovation & Distance Education initiatives throughout the college via workshops, internal websites, electronic communications, committees and other groups, and meetings with department members and division deans.
- Researches and recommends best practices in the areas of instructional design, learning science and the use of high-impact academic technology and teaching practice.
- Performs other related duties as assigned.
- **Knowledge of:**
  - Local, state and federal guidelines pertaining to college online courses, including accessibility and usability.
  - Section 508 accessibility standards for electronic and information technology.
  - Higher education instructional design models, strategies, assessment methods/tools, and best practices.
  - Principles and practices of teaching courses in non-traditional formats such as online, hybrid, fast-track, accelerated, etc.
  - The application of learning theory and pedagogy to the use of academic technologies in higher education.
  - Methods of analyzing instructional outcomes to ensure high-quality learning experiences.
  - Emerging technologies related to teaching and learning in higher education.
  - Technical language associated with instructional technology.
  - Principles and technologies associated with web production, digital audio and video, image handling, motion graphics, graphic design, illustration, presentation preparation, animation, web interaction, and other web communication capabilities.
  - Content management systems and web applications used for website production.
  - Basic methods of streaming audio and video, as well as file types and formats of online conference software.
  - Basic HTML, including adaptive and response design and selection of the correct authoring tool.
- **Ability to:**
  - Use instructional technology to assist with the development, creation, design and layout of online courses; prepare storyboards.
  - Construct digital text, simulations, graphics, animations and audio/visual components for higher-education online courses.
  - Interpret and apply laws, policies and procedures associated with instructional technology.
  - Use personal computers and standard business software, as well as visual design and multi-media software (Camtasia, Dreamweaver, Photoshop, Illustrator, etc.).
  - Analyze information and reach logical conclusions.
  - Lead the development, implementation, and assessment of instructional learning support strategies and solutions.
  - Work with a culturally diverse and inclusive work team.
  - Work collaboratively and independently with faculty and other staff to manage multiple priorities in a fast-paced, dynamic environment.
  - Prepare complex written materials including reports, correspondence and related materials.
  - Provide customer service with a high level of sensitivity, tact and patience.
  - Communicate effectively, both orally and in writing.
  - Establish and maintain cooperative and effective working relationships with students, the public, faculty and staff.

- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, staff, and management.
- Performs other duties as assigned.

### **REQUIRED QUALIFICATIONS**

Full-time or part-time Compton Community College District instructor

Instructional design certificate or degree from an accredited institution or at least two (2) years of experience providing instructional design support in the form of multimedia creation, developing faculty training opportunities, and aligning courses to online teaching rubrics (i.e. CVC-OEI Course Design Rubric).

**Salary Range:** Current Salary and the Instructional Designer/ Faculty Distance Education Trainer will be compensated with 40% reassigned time, subject to the approval of the President/Chief Executive Officer.

**Conditions of Employment:** Temporary assignment, full-time or part-time Compton Community College District instructor.