| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 5/13/2024 | FA9575 | CMS Instructional Designer and Web Design Specialist | FA9850 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Academic Affairs | eLearning | Professional Technical Admin II | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** AFT | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The CMS Instructional Designer & Web Design Specialist position is responsible to administer and develop the Course Management System standards, procedures, and course design and accessibility guidelines in all courses within the Course Management System. The position is responsible to develop, facilitate and administer one-on-one, small, and large group consultations, trainings, and live presentations on the Course Management System, core instructional design, course accessibility, and educational technology tools. The position is responsible to identify Course Management System courses that require instructional design development by integrating effective instructional design methodologies. Responsible to administer support and training for students using the Course Management System and educational technologies. The CMS Instructional Designer and Web Design Specialist provides leadership and technical support for Instructors to integrate and utilize cutting-edge HTML content and web applications to enhance teaching and learning. The position is responsible to manage and develop web content and training for the integration of HTML and web applications used to enhance engagement, interactivity, and inclusiveness. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 11 | 1 | Develop and administer the Course Management System standards, procedures, and course design and accessibility guidelines in all courses within the Course Management System. |
| 10 | 2 | Identify Course Management System courses that require instructional design development and redesign development to meet course learning outcomes, provide interactive learning experiences, and foster student success by integrating effective instructional design methodologies. |
| 9 | 3 | Assess and analyze Course Management System courses for content organization, module structure, appropriate level of rigor for assessments, and alignment of assessments to course level outcomes. |
| 8 | 4 | Develop and administer eLearning trainings focused on CMS tools, functions or integrations to support teaching and learning at the College. |
| 8 | 5 | Develop and administer resources to ensure fully accessible Course Management System courses, content, and materials that align with the Americans with Disabilities Act, and Web Content Accessibility Guidelines 2.1 guidelines. |
| 7 | 6 | Advances the use of publisher content, technology integrations, and open educational resources to enhance teaching and learning of Course Management System courses.  |
| 6 | 7 | Innovates, leads, and provides technical support for Instructors to utilize and deliver new emerging educational technologies to enhance teaching and learning within the Course Management System. |
| 6 | 8 | Develop and facilitate one-on-one, small, and large group consultations, trainings, and live presentations on the Course Management System, core instructional design, accessibility, and educational technology tools. |
| 5 | 9 | Research and implement emerging online learning theories and practices to enhance teaching and learning opportunities within Course Management System courses. |
| 5 | 10 | Assist with the resolution of Course Management System Service Requests and Live Chat requests for Students and Instructors as needed. |
| 5 | 11 | Administer one-on-one support and training for students using the Course Management System and educational technologies.  |
| 9 | 12 | Manage and disseminate HTML and web applications to enhance course design and student learning with all Course Management System courses.  |
| 5 | 13 | Develop documentation and trainings related to HTML and web applications that integrate with the Course Management System for faculty and students.  |
| 4 | 14 | Research, assess, and identify creative uses/methods of HTML and web application integrations that can be used to enhance the teaching and learning experiences for faculty and students, including embedded content, SCORM, basic HTML coding. |
| 2 | 15 | Other duties as assigned by the eLearning Department Director. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| TECHNICAL / POSITION SPECIFIC EXPERIENCE* Extensive knowledge and experience of instructional design principles, theories, models, applications, and technologies.
* Extensive technical skill set including research and utilization of instructional, multimedia, mobile technologies.
* Knowledge of content development tools, computer operating systems, and productivity software.
* Develop and produce documentation, tutorials, communications, and instructional materials to enhance teaching and learning.
* Knowledge of course design, American’s with Disabilities Act guidelines and adaptive technologies.
* Experience with training development and delivery for a variety of skill levels.
* Knowledge and expertise in fundamental design principles, course management system standards, and best practices in designing courses that promote student engagement.
* Expertise in designing and incorporating motion graphics, animation, video, and audio elements into the online and mobile environment.
* Experience utilizing multimedia streaming services within online learning environments.
* Proficient in desktop productivity tools (e.g. Microsoft Office, Adobe Acrobat).
* Organize, prioritize and produce documentation and trainings related to HTML and web application integrations.
* Research, assess, and identify creative uses/methods of HTML and web application integrations and prepare related documentation for faculty and students.
* Demonstrate creative thinking, critical thought, and open-mindedness for identifying and determining appropriate uses/methods of HTML and web application integration into course curriculum.
* Design web content using HTML, CSS, web programming, web layout, and elearning development software.
* Organize, prioritize and produce documentation and trainings related to HTML and web application integrations.
* Research, assess, and identify creative uses/methods of HTML and web application integrations and prepare related documentation for faculty and students.
* Demonstrate creative thinking, critical thought, and open-mindedness for identifying and determining appropriate uses/methods of HTML and web application integration into course curriculum.
* Design web content using HTML, CSS, web programming, web layout, and elearning development software.

PROJECT MANAGEMENT* Experience in successful project management.
* Excellent organizational skills and ability to manage multiple projects and deadlines at once.
* Manage and coordinate tasks to ensure successful completion of the project
* Perform project management duties, and ensure all related project management artifacts you are responsible for are up to date and consistently maintained
* Perform the role of a project leader, as assigned, by eLearning Director
* Manage workload and priorities to meet deadlines in a fast-paced environment

 LEADERSHIP* Assist in creating a positive working and learning environment to maximize work effectiveness
* Lead and/or facilitate discussions, workshops, trainings to support Instructors with teaching and learning, instructional design, and accessibility.
* Assume responsibility for assigned tasks without direct supervision
* Demonstrated ability to work well with others.
* Demonstrated commitment to diversity.
* Work flexible schedule/hours when needed throughout each semester.

 PROBLEM RESOLUTION* Strong critical thinking skills in order to analyze problems and quickly provide practical solutions.
* Ability to independently prioritize, balance, and perform a variety of duties on a continuing basis.
* Ability to quickly learn new programs/software and processes.
* Must be able to react in a timely and rational fashion to crisis situations.

 CUSTOMER SERVICE* Investigate and resolve CMS Service Requests for students and Instructors.
* Ability to utilize multiple communication and information systems to resolve student and Instructor requests
* Strive to meet or exceed Instructors and student expectations.
* Responsive to Instructors and student requirements.
* Outstanding oral and written communication skills.

 STRATEGIC THINKING* Identifies, supports, and implements opportunities for innovation.
* Creates and/or supports strategies to support teaching and learning.
* Contributes to the development of team-level strategic plans in support of the College’s vision and mission.
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** Bachelor’s Degree or equivalent combination of education and experience.
* Knowledge and/or experience creating and/or applying different technologies to instructional content.
* Knowledge and/or experience developing web content.
* Knowledge and/or experience designing and developing trainings.

**Preferred*** Master’s Degree in instructional design, instructional technology, or related field.
* Experience with Course Management Systems.
* Knowledge and/or experience in the design and development of accessible course content.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Linda Hamlin **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/ELT’s Name:** SallyWelch **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_\_5/16/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9575 **Date:** **5/16/2024 Supervisor’s Position #:** FA9850

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[x]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[ ]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises