San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code: D1460
Original Date: 08/1999
Last Revision: 07/2024
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 03

Title: **Instructional Design Coordinator**

Unit: **Supervisory and Professional**

DEFINITION

Under the direction of the Vice Chancellor of Instructional Services, or assigned supervisor or manager, provide technology-related classes and seminars for faculty and staff; assist faculty in the development of instructional presentations to enhance teaching and learning; assist faculty and staff in the selection, development, and use of new and emerging educational technology; and coordinate the training and technology-related activities of the District's Online Learning Pathways Production Lab.

EXAMPLE OF DUTIES

1. Interact with faculty to improve learning and teaching by applying instructional development processes; including efforts to design, modify, and evaluate multimedia, Internet and video instructional packages, multimedia modules, and other instructional media.

2. Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for Open/Distance Learning.

3. Assist faculty, departments, and other college units in the planning and implementation of instructional technology related to curriculum development.

4. Serve as a resource person and internal consultant to faculty and staff to effectively utilize emerging technologies in instructional settings.

5. Facilitate and encourage collaboration across the District in the use of technology.

6. Maintain a thorough and up-to-date knowledge in the fields of information technology and instructional design, with particular reference to the Internet and multimedia technologies.

7. Conduct training classes and seminars for faculty and staff on standard software applications, instructional development processes, and new instructional technologies. Communicate effectively with beginning and experienced technology users.

8. Manage the District's Online Learning Pathways Production Lab, including software, hardware, network, and other advanced technological facilities for implementation, repairs, and/or maintenance.

9. Serve on appropriate committees.

10. Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
> Current information technology and instructional design with particular reference to the Internet and multimedia technologies.
> District organization, operations, policies, and procedures.
> Interpersonal skills including tact, patience, and courtesy.
> Learning Management Systems.

Microsoft applications at an advanced level, including Word, Excel, PowerPoint, the Internet, and distance learning-related classes.

Oral and written communication skills.

Teaching methods and strategies.

Skills and Abilities:

Apply district policies and procedures.

Communicate effectively both orally and in writing.

Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, disability and ethnic backgrounds.

Design, modify, and evaluate multimedia, Internet and video instructional packages, multimedia modules, and other instructional media.

Establish and maintain effective working relationships with District faculty, staff, students, and the public.

Evaluate teaching methods and strategies.

Instruct and train faculty, staff, and students on standard software applications and instructional development processes.

Work independently with little direction and as part of a team.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in Instructional Design, Instructional Technology, or equivalent degree and two years of experience and demonstrated knowledge in utilizing current instructional technology. Experience in presenting training classes or seminars on educational technology required.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable usually involves an office/classroom.

07/2024