

Director, Instructional Development Services

FLSA Status: Exempt

Pay Grade: 25

Job Title ID: 18201

Job Series/Job Family: Instructional Technology Series / Instructional Development Services Family

Reports To

Associate Vice President, IRT

Job Purpose

To direct the staff and operations of Instructional Development Services, including instructional design projects, technology training, curriculum development, and video and multimedia production services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Directs the planning, staff, and operations of Instructional Development Services.
2. Directs the development and implementation of a unified instructional development program.
3. Manages the planning, development and evaluation of training for faculty and instructional support staff in the use of instructional technologies and educational best practices.
4. Directs Instructional Development projects; evaluates requests and develops project priorities, and resource allocation plans.
5. Manages and tracks progress of projects; and assures milestones are accomplished and the project is brought to completion according to project timeframes; prepares and maintains status reports.
6. Manages the Innovation Grant process and assures compliance with College policies; develops and coordinates budgets and administrative controls to comply with standards, regulations, and guidelines.
7. Coordinates with management and internal departments and assures effective communication regarding issues, concerns, and other information that impacts the success in achieving customer satisfaction.
8. Confers with customers to discuss needs and recommend solutions.
9. Manages and provides leadership and guidance to staff; develops priorities and assigns tasks and projects; ensures that all issues are addressed and resolved.
10. Develops and manages program budget.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Current principles and practices of instructional development and design services in an educational environment.
- Management and implementation of organization-wide development projects.
- Supervisory principles, practices, and methods.
- Project planning and management principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of new instructional development services.
- Reviewing and preparing narrative and statistical reports and records.
- Evaluating instructional development services and making recommendations for resources required to maintain and expand service levels.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Four years work experience managing educational services and projects, including one year supervisory experience.

Preferred

- Work experience in an educational institution.

Education

Required

- Master's degree in instructional technology or related educational field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.