

Manager, Instructional Design

FLSA Status: Exempt

Pay Grade: 20

Job Title ID: 18207

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

Reports To

Director, Instructional Development Services

Job Purpose

To implement, manage, and evaluate integrated instructional development projects and related support for faculty and staff in the areas of instructional design, teaching strategies, assessment, instructional technology applications and evaluation.

Description of Duties and Tasks

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

Required

1. Manages instructional design staff, including project management, customer support, and application of instructional technologies.
2. Conducts evaluation of instructional development projects in meeting educational objectives and goals. Prepares summaries and reports.
3. Recommends changes to processes, policies and metrics to facilitate the improvement of instructional design services and performance.
4. Develops work plans, goals and objectives that are focused on providing efficient service and support for all customers.
5. Supervises, hires, trains, and evaluates instructional design staff; ensures seamless execution of departmental policies, procedures and customer satisfaction.
6. Ensures project information, files and records are accurate and current.
7. Researches and makes recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.

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

- Research methodologies and techniques.
- Instructional design of both instructor-led courses and web-based courses.
- Processes and standards for planning and implementing instructional design and development.
- CMS and LCMS.
- Learning Theory, instructional strategies, curriculum standards, and assessments.
- Supervisory principles, practices and methods; experience leading teams and projects.
- Project management disciplines, resource management and quality assurance.

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 communication skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Project management and efficient use of resources.
- Time management, prioritizing, and multi-tasking.
- Leading and coordinating activities of subordinate personnel.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Researching and analyzing complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, web page editors, graphic software, and basic HTML. Familiarity with instructional technologies such as CMS/LCMS, XHTML, Macromedia Suite, PhotoShop, multi-media development, animation and simulation.

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

- Three years instructional design and development work experience, including one year of supervisory work experience.

Preferred

- Two years post-secondary teaching or training work experience. Experience in Higher Education.

Education

Required

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

Preferred

-

Licenses/Certifications

Required

- Valid Texas driver's license.

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.