



POSITION VACANCY

Date: April 5, 2021

Position: Instructional Designer

Calendar Length: Full Time

Salary Range: \$55,000 - \$65,000 annually, commensurate with experience and education

Benefits: Competitive benefits package; IN State Teachers' Retirement or IN PERF

Begins: July 6, 2021

POSITION SUMMARY:

The role of the instructional designer is to design and produce engaging and effective online activities, resources, and complete online courses offered through Indiana Online. Course development is accomplished primarily through a team process, with teams comprised of internal and external experts. The instructional designer uses production tools such as *Camtasia*, and *Articulate™ 360, or H5P* to produce and integrate online content, including those developed at Indiana Online. As an expert in instructional design, this position provides consultation, training, and support to team members and external clients in the course development process (analysis, design, production, implementation, and evaluation). The instructional design specialist also provides input about overall, systematic course development strategy on an on-going basis, in a manner that promotes sound instructional design principles.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

1. Manage the entire course development cycle for assigned projects.
2. Analyze, design, and produce educational content and courses for use in online environments.
3. Lead and coach internal staff and external consultants through the course development process (analysis, design, production, implementation, evaluation, and revision) in a manner that promotes sound instructional design principles.
4. Establish appropriate timelines for self and external team members to meet project deadlines.
5. Provide consultation and collaboration with subject matter experts to identify and obtain instructional and learning objectives and content.
6. Provide consultation to internal staff on issues related to the design and functionality of existing and new courses.
7. Provide support to instructors and external stakeholders in troubleshooting and resolving issues in existing and new courses.
8. Provide maintenance support on courses.
9. Use multimedia and instructional technology tools to produce educational content.
10. Apply instructional design theories, practice, and methods into course design.
11. Ensure courses are aligned to state, national, or other appropriate education or training standards (e.g., Indiana Science Standards, CCSS, and College Board).

12. Apply course quality standards (e.g., Quality Matters, NSQ) in the development and evaluation of internally and externally developed courses.
13. Gather, interpret, and use course performance data to drive design decisions.
14. Answer tickets for the help desk as needed.
15. Create and gather appropriate documentation (e.g., design documents, course descriptions and course syllabus) to support the design, development, production, implementation, evaluation, and revision of courses.
16. Consult and collaborate with team members and contribute to the continuous improvement of current design practices.
17. Other duties as assigned.

OTHER DUTIES & TASKS:

- Attend regular all-staff and departmental meetings either in person or remotely.
- Attend company-wide functions as requested.
- Engage in professional learning opportunities per organization or supervisor's request.

REQUIRED EDUCATION, CERTIFICATIONS, & LICENSURES (minimum requirements):

- Bachelor's degree in instructional design, educational technology, or other related field; and/or an equivalent combination of education and experience.

REQUIRED EXPERIENCE (minimum requirements):

- Up to three (3) years of experience as an instructional designer.
- Two (2) or more years of experience with developing online courses.
- Experience with multimedia and content development applications such as *Articulate Presenter or Storyline, Adobe CS2-6 Suite* (Photoshop, Illustrator, Dreamweaver), *Camtasia, Audacity, Microsoft Office* (Word, PowerPoint, Excel) and Google Suite
- Experience with some or all of the following: HTML and CSS browser compatibility issues, educational game design, web accessibility issues, and web content management tools.

DESIRED EXPERIENCE:

- Experience with a major CMS or LMS (prefer knowledge of *Canvas*).
- Experience with SCORM-compliant or xAPI content development.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES (minimum requirements):

- Demonstrated knowledge of instructional design and learning principles.
- Demonstrated attention to detail; ensuring everything is done and correct.
- Demonstrated writing skill in producing design specifications, course content, and project proposals.
- Demonstrated interpersonal skills and ability to work well with a team.
- Demonstrated ability to manage a complex workload and aggressive schedules, to prioritize and meet deadlines.
- Demonstrated ability to manage multiple projects.
- Demonstrated ability to develop online instruction using course creation and editing applications such as *H5P, Articulate 360, or Camtasia*.

- Demonstrated ability to use *Microsoft Office* applications (Word, PowerPoint, Excel) and Google.
- Extensive experience with some or all of the following: HTML, HTML5, CSS, Flash, browser compatibility issues, web accessibility issues, and content management tools.
- Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of stakeholders, students, teachers, and staff.
- Demonstrated knowledge of current WCAG standards and designing accessible user experiences.
- Demonstrated ability to create web accessible content.
- Demonstrated commitment to contribute to a safe work environment.
- Ability to work a standard forty-hour week.

DESIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Demonstrated ability to motivate others to meet ambitious goals.
- Demonstrated knowledge of and ability to write and align objectives to state, national, or other educational or training standards (e.g., Indiana Science Standards, CCSS, and College Board).
- Demonstrated knowledge of and ability to use industry standards, such as *Quality Matters* or *NSQ*, to assess quality online course design.
- Demonstrated ability to work and execute job responsibilities remotely.

WORK ENVIRONMENT and/or PHYSICAL DEMANDS:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of the job.

- The work environment is that of a typical office.
- Sit in a normal seated or standing position in front of a computer for extended periods of time.
- The noise level in the work environment is usually low to moderate.
- Ability to see and hear within normal parameters.

This position description is a general statement of required major duties and responsibilities performed on a regular and continuous basis; it is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This position description does not exclude other duties as assigned.

Interested applicants should submit an application online to the job posting at <https://www.applitrack.com/ciescconsortium/OnlineApp/JobPostings/View.asp?AppliTrackJobId=3199>

Questions? Contact Kim Hendrick at khendrick@indianaonline.org or 317-759-5544.

This notice expires May 14, 2021 but may be extended.

Position may be filled at any time.

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