



## **West Valley - Mission**

Community College District

### **Class Specification**

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## **Instructional Designer**

Academic Position

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### **Introduction**

Under general direction of the Provost/Vice President of Instruction or Dean, the Instructional Designer designs and implements systems to improve, enhance, and maintain the design and delivery of courses taught in the online, hybrid, and face-to-face formats using the Learning Management System and other educational technology.

### **Duties and Responsibilities**

Duties and responsibilities may consist of one or more of the following:

1. Develop annual instructional design goals and identify means for communication, implementation, and achievement of these goals.
2. Design systems that use pedagogy and technology to promote best practices in online teaching.
3. Design and deliver training for faculty that supports best practices in online pedagogy.
4. Design and deliver training for faculty that supports effective implementation of educational technology.
5. Participate in the Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
6. Provide leadership in the preparation and updating of course outlines and catalog information.
7. Consult with the Curriculum Committee on distance education.
8. Provide leadership in the evaluation of distance education curriculum as reviewed on the Curriculum Committee.
9. Consult with faculty on the design and delivery of course material using the Learning Management System and other educational technology.
10. Guide faculty in designing courses that comply with federal, state, and local policies regarding distance education.
11. Guide the college in maintaining currency with federal, state, and local policies and initiatives regarding distance education.
12. Provide leadership in the planning and evaluation of the instructional piece of the West Valley College Online Program.
13. Provide leadership in development of the budget for the instructional piece of the West Valley College Online Program.
14. Participate in the college's planning of goals concerning the growth, development, and standards of online programs (e.g. college Master Plan).
15. Serve as member of key college committees where input relating to effective instruction in distance education is required.
16. Establish and maintain liaison with appropriate campus departments to keep abreast of the instructional and educational needs in distance education, and collaborate with departments in developing plans to meet those needs.
17. Work collaboratively with the faculty and staff whose primary responsibility is ADA compliance.
18. Participate in the selection of instructional educational technologies purchased by the college and/or district.
19. Participate in meetings, conferences, and workshops pertaining to distance education.

20. Provide leadership in the development of the Instructional Designer's role in state and federal grant applications.
21. Represent the instructional piece of the West Valley College Online Program, when necessary, at Board meetings and on district and college committees.
22. Perform other instructional design faculty duties identified in consultation with the Provost/Vice President of Instruction or Dean.

In addition to the instructional duties and responsibilities outlined above, members are to perform 78.75 hours of institutional responsibilities each semester as delineated in Articles 17 and 21 (full-time faculty only).

*EEO Category: Faculty*