

JOB POSTING:

Instructional Systems Design Coordinator

WORK SCHEDULE: M-F, 12 Month**Salary:** 45,000.00-49,000.00**Benefits:** Health Insurance, Life Insurance, LTD, Optional Dental and Vision Insurance**Job Summary:**

Provides management, oversight and development of curriculum delivered in both traditional and distance formats including Hybrid and Online Learning. Ensures that curriculum development and implementation complies with all relevant regulations and accreditation requirements. Create, promote and implement opportunities for distance education offerings for college service areas. Coordinates with administrators, faculty and staff in the development and review of curriculum and learning resources. Provides support to end-users of technology-based instruction.

Essential Functions:

1.	Develops and supports the development and deployment of courses delivered in traditional, hybrid and distance education formats.
2.	Plans, creates, coordinates, implements, and monitors syllabi, curriculum, media resources, other materials and equipment, learning activities, schemes of work and program revisions needed to deliver a quality technical education program.
3.	Encourages and uses varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.
4.	Participates in outreach to rural community through collaboration with Directors, Coordinators, Marketing Director, the participating school district's CTE Director and the high schools in the college's service area. Develops a plan and assists in delivering to outlying areas their course/s using synchronous teleconferencing.
5.	Provides coordination and support for program Occupational Advisory Committees. Works with faculty and staff to maintain membership, agendas, and meeting minutes.
6.	Assures effective two-way communication at all levels of responsibility.
7.	Participates in department and college meetings as appropriate.
8.	Represents the college to external constituencies as appropriate.
9.	Seeks always to promote a spirit of collegiality in dealings with the college staff.
10.	Collaborates with faculty and instructional staff regarding media and other materials and equipment are needed for programs, initiates the requisition of those items, and maintains those items through the management of the program's budget, ensuring its efficient use and that limits are not exceeded.
11.	Orders and allocates media resources as well as other program materials and equipment as appropriate. Reports resources to the Director.

12.	Advises the Director on the resource, facilities, and accommodation requirements of the department.
13.	Keeps up-to-date regarding innovative instructional delivery methods and teaching techniques and industry changes in order to make informed decisions regarding departmental needs of equipment, media resources, facilities, and other materials.

Qualifications:

To perform at a proficient level and to be fully qualified, a person would be expected to have:

1.	Education:	Associate Degree Required. Bachelor's Degree in Instructional Design preferred.
2.	Specialized Knowledge/Skills:	Strong writing, editing, technical troubleshooting, project management, and organizational skills with a high degree of efficiency and accuracy are required along with exceptional communication skills.
3.	Experience:	Minimum of three years' experience in all aspects of education and curriculum development or a combination of education, training, and experience in given area.
4.	Background Check:	Must be able to pass a background check.

Environmental Factors:

Conventional Educational Environment. In some programs, employees may occasionally be exposed to cleaning chemicals, and the hazards associated with respective industry equipment.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employee being assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Disability Accommodation:

Southwest Technical College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Individuals with disabilities desiring an accommodation for the interview or selection process should contact the College at least 48 hours before the accommodation is needed.