

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Instructional Designer	Job Family: Curriculum Team	Job Family Zone:
Position Number:	Department Name: University of Nebraska High School	SAP Organization Unit Number: 50008231
Employee's Name:	Date of Last Update:	Title of Supervisor: Assistant Director, Curriculum
SAP Personnel #:	Last Updated By:	Name of Supervisor: Judith H. Montgomery

Position Summary

This position supports the University of Nebraska High School (UNHS) in the development of distance delivered high school courses and is responsible for the development, production, and ongoing maintenance of distance instructional materials in a wide variety of delivery formats. The position designs and implements teacher development activities and provides educational technology support for the high school program.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Guide content experts and teachers in the development of distance delivered high school courses. Develop and implement instructional design and assessment structures, based on best practices in distance teaching and learning pedagogy. Sr. designers lead project teams responsible for ensuring that assigned content areas and projects follow academic content, accreditation, instructional design, and other appropriate standards.	40%	X
Is an active and supportive participant in all facets of the high school program. Participate in the development of and implementation of project management processes and procedures. Is responsible for the development and production of print and online instructional materials. Coordinate workflow, assign tasks, supervise quality assurance testing, and make corrections/adaptations as necessary. Senior Designers organize, guide, and supervise others.	30%	X
Perform other duties as assigned.	20%	X
Assist in the development and presentation of staff development activities; conference sessions and workshops; and other activities on distance education strategies and educational technologies. Provide expertise/consultation in the areas of instructional design and educational technology. Serve as a resource in specific educational technology skills areas for teachers, co-workers, clients, and others involved in high school distance education.	10%	

Zone Definition Factors

Nature/Complexity of Work

In-depth understanding of instructional design issues related to distance and online teaching and learning. Ability to articulate to others pedagogical principles/techniques as well as technology solutions. Ability to work with diverse groups to build consensus. Develop and coordinate projects, and carry out other related activities. Ability to work well and collaboratively with and to resolve problems among internal and external team members. Ability to write effectively in an expository style, to develop and give presentations, and to effectively communicate teaching strategies. Ability to objectively evaluate the strengths and weaknesses of distance education instructional materials and to communicate this evaluation to others. Ability to complete multiple assignments in accordance with established priorities and time schedules. Ability to develop and maintain positive working relationships with teachers, supervisor, content experts, team members, and co-workers. Ability to work harmoniously and productively in a team environment. Ability to proactively develop and maintain critical relationships. Ability to represent effectively the department in various professional contexts.

Problem Solving/Decision-making

Analyzes and evaluates course development projects using broadly developed instructional design and technology best practices, online pedagogy and distance education quality standards, and accepted Web and print design and information technology protocols. A high level of information gathering to provide authoritative consulting in the resolution of design and development challenges is a major aspect of the position. Develops creative technology and instructional design solutions to match unprecedented teaching and learning challenges. Resolves differences and builds consensus with others engaged in developing distance education courses, synthesizing a diverse set of resources to help guide unique project specific situations. The exercise of creative problem solving, judgment, and decision-making skills is absolutely critical. Identifying key issues, and communicating appropriately with team members, program staff, teachers, authors, developers, and administrators is essential to the success of this position.

Strategic Impact

Actions and decisions in this job affect significantly affect the short-term and long-term performance of University of Nebraska High School and the Online World Wide program. The satisfaction of teachers and students, schools and learning organizations, parents, and accrediting agencies with University of Nebraska High School is in a large part dependent on the learning experience provided by the courses developed under the guidance of individuals in this position. They can cause any of these groups to want to continue to interact with the University of Nebraska High School or make the process so painful that they no longer wish to participate. Thus students/participants who need a course/program may not be able to get it, or they may not have access to the best courses and programs available. Students/participants can also find the course easy to navigate, the instructions clear, the instructional design supportive, and the overall experience effective. Students who face significant barriers may drop the course or program, tell others about the problems, go to another program, or never be able to complete their educational goals. Students lost means the University of Nebraska High School, which is a self-supporting unit, will not meet enrollment and revenue goals. In addition, issues with curriculum and the learning experience can impact accreditation.

Know How

Solid knowledge of learning theory, teaching methodology, and curriculum development is essential. Ability to design and coordinate complex projects, establish timelines, assign tasks, solve conflicts, coordinate small and large working teams, follow budget and resource guidelines is required. Project management and supervisory experience is essential to the success of this position.

Technical Know How

Working knowledge of authoring and digitizing software, graphics, sound, and motion solutions is required. General knowledge of learning management, electronic communication, social media, mobile devices, and assessment systems at the secondary level is essential. General knowledge of database functions, Excel, statistical analysis and report generation is highly desirable.

Interactions

Interacts with teachers, developers, external vendors for textbooks, and team members extensively in consulting with and providing instructional design and technology consulting support for University of

Nebraska High School distance education program. Ability to develop consensus, persuade others, articulate pedagogy and technology strategies is an essential part of this position. Works with wide variety of individuals (for example, administrators, teachers, subject matter experts, information technology and student support services, association and agency staff, and others) to establish distance education priorities, to resolve conflicting priorities, and to create and follow through on action plans. Interacts with other instructional designers in team and within associations, and coordinates closely with members of UNHS staff of involved in supporting distance education to further key strategic goals. Uses all types of communication tools, online and face-to-face, to exchange advice and opinions as well as to develop strategic objectives and action steps. Must be able to function very well within a team environment using good judgment and persuasion to gain timely collaboration to ensure successful completion of projects.

Leadership (where applicable)

Senior Designers may be asked to lead specific goal oriented teams to accomplish tasks related to UNHS Strategic Goals and Strategic Plans.

Supervision

The Instructional Design positions report to and receive supervision* from the Assistant Director of Curriculum and depending on their level of experience may* or may not provide functional supervision over other designers. {*This is based on level of proficiency and years of service.}

Minimum Qualifications

Bachelor’s degree in instructional design, educational technology, curriculum development, teaching, distance education or a related field plus at least one year successful experience in teaching secondary education, instructional design, distance education, or a related area required. Successful implementation of interactive web environments, project management, and teacher training essential. Must possess demonstrated excellent interpersonal, oral and written communication, teamwork, organizational and supervisory skills. General knowledge of learning management, assessment, and electronic communication systems; and knowledge of secondary teaching strategies, learning theories, technology solutions, and curriculum development in electronic and other distance teaching and learning environments are necessary.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									<i>Indicate intermittent or constant</i>	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	_____	x _____
Stand	0	1	2	3	4	5	6	7	8	x _____	_____
Walk	0	1	2	3	4	5	6	7	8	x _____	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	x _____	_____
Explain											

2. **THIS POSITION REQUIRES:**

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	x _____	_____	_____
Bending	x _____	_____	_____
Kneeling	x _____	_____	_____
Reaching	_____	_____	_____
➤ Overhead	x _____	_____	_____
➤ Forward	x _____	_____	_____
➤ Low	x _____	_____	_____
Twisting	_____	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	x _____	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____

Exposure to changes of temperature/humidity	x		
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	PULL-PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L, C, P, PL			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	x		
Filing	x		

Other Explain: Operation of a computer mouse and standard office equipment.

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE