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		Job Code:	D1461
		Original Date:	03/2023
		Last Revision:	07/2024
		Staff Type:	Classified
		FLSA status:	Exempt
		Salary Range:	04

San Diego Community College District
CLASSIFICATION DESCRIPTION

__Title:__ __Instructional Design Supervisor__

__Unit:__ __Supervisory and Professional__

DEFINITION

Under the direction of the Vice Chancellor of Educational Services, or assigned Dean, provide administrative and technical support for the SDCCD Learning Management System (LMS); plan, coordinate, and provide technology-related classes and seminars for faculty and staff; plan and provide assistance to faculty in the development of instructional presentations to enhance teaching and learning; direct staff in assisting faculty and staff in the selection, development, and use of new and emerging educational technology; and plan and coordinate the training and technology-related activities of the District's Online Learning Pathways Production Lab.

EXAMPLE OF DUTIES

1. Administer a districtwide Learning Management System (LMS). Coordinate data exchange between the LMS and student information system; identify, analyze, and resolve problems related to the LMS and student information system; perform software updates and coordinate with Information Technology staff.

2. Plan, coordinate, and assign staff to conduct training for faculty and staff at each campus and Continuing Education program. Plan and revise Online Faculty Certification modules accordingly to reflect current best practices.

3. Interact with faculty to improve teaching and learning by applying instructional development processes, including efforts to design, modify, and evaluate multimedia, Internet and video instructional packages, multimedia modules, and other instructional media.

4. Direct the assessment and evaluation of a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for Open/Distance Learning. Conduct research and analyze LMS data toward improving student success.

5. Direct staff in assisting faculty, departments, and other college units in the planning and implementation of instructional technology related to curriculum development.

6. Plan and coordinate the training and technology-related activities of the District's Online Learning Pathways Production Lab, including software, hardware, network, and other advanced technological facilities for implementation, repairs, and/or maintenance. Ensure regular back up of LMS information. Supervise and evaluate the work of assigned staff.

7. Serve as a resource person and internal consultant to faculty and staff to effectively utilize emerging technologies in instructional settings.

8. Direct the facilitation of and encourage collaboration across the District in the use of technology.

9. Maintain a thorough and up-to-date knowledge in the fields of information technology and instructional design, with particular reference to the Internet and multimedia technologies.

10. Serve as a resource person to the assigned manager; research complaints or inquiries; provide reports and documentation of activities related to training and technology use.

11. Trouble-shoot problems with licensed technologies and consult with vendors.

12. Serve on appropriate committees.

13.   Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
Applicable sections of California Education Code, Section 508 of the ADAA Act, and FERPA.
Best practices in distance learning and in using, developing, adopting, and researching Open Educational Resources.
Computer hardware, software, and video equipment.
Current information technology and instructional design with particular reference to the Internet and multimedia technologies.
District organization, operations, policies, and procedures.
Interpersonal skills including tact, patience, and courtesy.
Instructional design and emerging educational technologies.
Learning Tools Interoperability (LTI) and Learning Management Systems (LMS) integration with student information systems.
Oral and written communication skills.
Teaching methods and strategies.

Skills and Abilities:
Analyze situations accurately and adopt an effective course of action.
Apply creative problem solving skills.
Communicate effectively both orally and in writing.
Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, disability and ethnic backgrounds.
Design, modify, and evaluate multimedia, Internet and video instructional packages, multimedia modules, and other instructional media.
Ensure that training of faculty meets high-quality standards for online teaching.
Establish and maintain effective working relationships with faculty, staff, students, and the public.
Evaluate teaching methods and strategies.
Interpret and apply applicable laws, regulations, and district policies and procedures.
Maintain documentation, including reports, statistics, and planning.
Plan and implement districtwide instructional technology support and SDCCD Online Learning Pathways.
Plan and organize work.
Provide work direction to hourly employees.
Train, supervise, and motivate assigned staff.
Work confidentially with discretion.
Work independently with little direction and as part of a team.

Training and Experience:
Any combination of training and experience equivalent to: a Bachelor's degree in Instructional Design, Instructional Technology, or equivalent degree and three to five years of experience, at least one year in a supervisory capacity, and demonstrated knowledge in utilizing current instructional technology.
Experience in presenting training classes or seminars on instructional design or educational technology and experience in administration of Learning Management Systems is required.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable usually involves an office/classroom.

07/2024