



Instructional Designer

Job Code: 6816

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Crafts, delivers, and supports standards-based curriculum for students, professional learning experiences for educators, and college and career readiness activities for all stakeholders. Identifies meaningful learning outcomes and selects the most appropriate instructional approach (face-to-face, hybrid, or online) to fully realize those objectives.

- Designs, develops, and maintains online learning resources by leveraging eLearning tools and trends to engage the remote learner.
- Evaluates eLearning programs and makes recommendations for improvement.
- Conducts needs assessments.
- Employs a variety of learning methods and emerging technologies to reach learning outcomes.
- Identifies appropriate evaluation techniques and applies them to measure the impact of the learning experience.
- Conducts literature reviews of theory and evidence-based practices.
- Practices learner-centered instructional methods and alternatives to lectures that accommodate the different learning styles of adults.
- Manages projects.
- Facilitates documentation (surveys, assessments, and observations) of selected activities, behaviors, or outcomes.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months' of related experience.

Experience:

Required: 24 months experience working in an instructional design position.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Experience designing college level curriculum, especially the development of a full curriculum preferred
- Experience with online learning and/or the development of online curriculum highly valued
- Demonstrated project management skills.
- Excellent communication and organizational skills.
- Ability to work independently as well as collegially with other staff members.

Working Conditions

Physical:

Sit for prolonged periods. Use of a computer and telephone. Ability to engage in repetitive motions. Communicate effectively and listen.

Environmental:

Standard Office Environment.

Printed Date: 06/23/2026