

Instructional Development

Job Classification

Instructional Development I

Instructional Development II

Instructional Development III

Pay Grade

8

9

10

Education/Experience Requirements

Bachelor's Degree required, Master's Degree preferred

Bachelor's Degree with 10 years of experience or a Master's Degree

Master's Degree plus 10 years of experience required, Doctoral Degree preferred

Common Activities

Assist in the design and development of curricula, instructional programs, and instructional technologies

Consult with educators on the design of instructional materials and the integration of instructional technologies

Direct the work and strategic planning of an instructional, curricula, or training development program within a University department/division

Analyze the effectiveness of curricula, instructional materials, and recommend changes

Evaluate instructional needs and identify appropriate instructional goals and objectives members

Design, develop, present, and implement courses, curricula, training, and/or instructional programs

Research, recommend, and assist in the development of curricula enhancements, new instructional methods, and the integration of instructional technologies

Develop curricula, instructional programs, and integrate appropriate instructional technologies

Identify and incorporate instructional technologies in curricula design and development process

Develop instructional materials and marketing strategies and materials

Evaluate instructional delivery and effectiveness, recommend and teaching methods, and implement instruction and curricula improvements

Assess, identify, and implement improvements to courses, curricula, and instructional programs

May conduct instructional or training programs

Conduct instructional and/or training programs

Direct instructional development teams and/or projects

May collaborate in the development and implementation of professional research studies/presentations

Initiate and collaborate in the development of professional research studies and conference presentations

Organizational Impact

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances.

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Problem Solving

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing policies and systems to address unique situations.

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Supervision

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

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Selection and hiring, staff development, work planning, performance management and responsibility for initiating various personnel actions for exempt and non-exempt employees.

Contact Level

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

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Handles difficult and complex situations with tact and diplomacy to maintain a service oriented environment. Interaction is across all levels of University and outside public.

Financial Budget

May assist in budget preparation or be responsible for managing or monitoring a small budget.

May prepare and monitor a budget, analyze requisitions for conformance to budget, and may recommendations for approval.

Directs preparation of budget with near total responsibility for planning, forecasting and approval. Authorizes and approves purchases, requisitions, and reimbursements.