

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

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.