

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL DESIGNER – COMPLIANCE SPECIALIST, E-LEARNING

PAY GRADE: P-11

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

Recognizes how instructional design and academic technology can influence and enhance learning. Responsible for analyzing technology solutions to assist faculty in the enhancement of instruction, through the implementation of universal design principles, and meeting compliance requirements, including those for copyright and the Americans with Disabilities Act. Works closely with the E-Learning team and faculty. Collaborates with other instructional designer(s) regarding needs analysis and strategic course and program development. Must be able to articulate a passion for learning and innovation; be able to think visually; write and communicate clearly and succinctly; create interactive learning materials such as case studies, simulations and educational games; demonstrate strong leadership, project management and organizational skills; collaborate with others and work closely with teams to develop effective technology solutions for learning; interact with internal and external clients; take the initiative on projects; visualize abstract and concrete concepts, both critically and creatively.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree in instructional technology or instructional design required; Master's preferred.
2. Years of experience in field: At least three years related work experience in education-related field. Classroom experience preferred.
3. Special skills or abilities related to position: Knowledge of distance education, universal design, instructional technologies, instructional design, multimedia technology, and copyright and ADA compliance. Ability to evaluate instructional software. Ability to establish and maintain effective and collaborative work relationships with faculty,

Special skills or abilities related to position (Continued):

department officials, e-learning staff, and other employees. Must possess good oral and written communication skills. Ability to work with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

1. Facilitate faculty training on universal design and ADA compliance through CF's Digital Literacy and Compliance (DLC) process.
2. Transition videos from various sources such as Panopto, the CF video server, coursecast.com, YouTube and other social media sites to the college's course management system and ensure they are captioned.
3. Work in conjunction with the instructional designer(s) to evaluate the accessibility of course materials and facilitate course revisions as part of the CF Quality Course Designations Program.
4. Coordinate with the instructional designer(s) to maintain documentation of the DLC and Quality Course programs to be used by the college as part of the continuing contract and rank processes.
5. Assist in the selection of appropriate delivery technologies to help faculty meet instructional goals, as determined by the faculty member and department.
6. Research and evaluate new and innovative technologies to support and promote academic instructional technology needs and assist in course delivery.
7. Develop new technologies and course support materials, based on research on how students learn effectively, to enhance instruction for greater student engagement and success in technology-aided teaching and learning, including digital accompaniments to textbooks.
8. Work in conjunction with and serve as a liaison to Information Technology to ensure the technology is compatible with other college systems.
9. Assist other members of the E-Learning staff in training faculty in the use of various technologies.
10. Create training materials for faculty and staff to reference while using the technologies.
11. Conduct training sessions with faculty and staff regarding the use of technologies.
12. Coordinate with Institutional Effectiveness to help evaluate the effectiveness of the new technologies in increasing engagement and effectiveness of instruction.
13. Assist faculty in course design to address the wide technical abilities of their students.
14. Staff the E-Learning help desk during times of peak usages or in the absence of other staff.
15. All other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Acceptable eyesight (with or without correction)

PHYSICAL DEMANDS (Continued):

- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: E-Learning, Ocala Campus

SUPERVISOR OF POSITION: Director, E-Learning and Learning Support Centers