



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Instructional Designer Faculty Innovation in Teaching & Learning
POSITION NO.	502720
LOCATION	Warwick
REPORTS TO	Executive Director Online Learning
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	May supervise clerical and support staff, student workers
REVISION DATE	October 2018

JOB SUMMARY:

Reporting to the Director of Instructional Technology and Online Learning, this position works with faculty, staff, and administration to design and conduct faculty development programs, including workshops, resources, and individual consultations, for the use of effective teaching methodologies and technology in online, hybrid, and on ground classes in support of CCRI's Strategic Plan. This person fosters collaborative partnerships with academic units, faculty leaders, and individual faculty in the design and planning of courses, learning environments, and active learning experiences, by employing best instructional design principles.

DUTIES AND RESPONSIBILITIES:

- Identifies innovative and effective teaching practices for promoting to CCRI faculty.
- Develops and delivers faculty professional development (e.g., courses, workshops, seminars, resources, and consultations) in those teaching practices.
- Assess and address the needs of faculty to help improve the effectiveness of instruction, including reviewing online and hybrid courses for alignment with course design guidelines.
- Collaborate closely with faculty in a course planning process (i.e., determining strategies for assessment, approaches to student engagement, and techniques for sharing content) in regard to modality (e.g., online, hybrid, web-enhanced) for new and existing courses.
- Contribute to a campus culture that values and recognizes the importance of teaching excellence and student learning.
- Provide guidance on meeting accessibility standards and ADA requirements of instructional materials.
- Contribute to and maintain procedures and guiding documents in print and online.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Additional responsibilities as directed by the supervisor consistent with rank and position.

LICENSES, TOOLS, AND EQUIPMENT:

- Competent in using applications in Microsoft Office Suite.
- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in Instructional Design, Education or related field required
- Minimum of two years of relevant instructional design, faculty development, or similar work experience.
- Demonstrated thorough knowledge and understanding of the principles of instructional design and adult learning. Expertise in accessibility desired.
- Demonstrated familiarity with Blackboard Learn and other commonly used instructional technologies required (e.g., test creation and proctoring, content creation, collaborative software).

- Demonstrated strong leadership and interpersonal skills, with the ability to communicate effectively verbally and in writing with diverse audiences;
- Demonstrated ability to work independently with strong time management skills
- Demonstrated excellent organizational and problem-solving skills;
- Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules and regulations, and standards, and to communicate the interpretation to others.
- Ability to travel locally and nationally.

PREFERRED QUALIFICATIONS:

- Experience with teaching online.
- Experience working in a higher education setting, particularly a community college.
- Demonstrated experience working with a diverse group of adult learners.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.