

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ONLINE INSTRUCTIONAL DESIGNER

QUALIFICATIONS

- Bachelor's degree required. Emphasis in Instructional Design preferred.
- Experience in designing and developing online instruction or professional development preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the elements of effective instructional design, especially as it relates to online environments.
- Knowledge of computer applications and technological equipment as related to specific job functions.
- Skills in transferring written curriculum, lessons and/or professional development into interactive online experiences.
- Ability to communicate effectively as evidenced by clarity and conciseness of oral and written presentations.
- Ability to train others.

SUPERVISION

REPORTS TO Director of Instructional Technology
SUPERVISES No supervisory duties

POSITION GOAL

To design, develop, and maintain online instructional and professional development materials and to train others in the development of digital courseware.

PERFORMANCE RESPONSIBILITIES

1. * Collaborate with subject matter experts to design and create a variety of online instructional materials, including professional development, virtual courses and blended learning courses.
2. * Create storyboards, write narrative scripts and determine instructional strategies and media elements (graphics, animation and audio) to be used in the creation of online instruction.
3. * Manage permissions, copyrights, and author rights of online courses designed and created to allow distribution as part of a Seminole County Public Schools enterprise system.
4. * Develop and deliver training to create a team of instructional personnel that can design online courses and professional development.
5. * Coordinate the creation and publication of online instructional materials by course designers, teachers, and other professionals.
6. * Collaborate with virtual school instructors and administrators to develop training on effective virtual school instruction.
7. * Work with colleagues to experiment with emerging instructional design methodologies, educational technologies and online and blended teaching strategies.
8. * Coordinate with multiple departments such as Instructional Technology, Teaching and Learning, ePathways and Virtual School to determine and coordinate the delivery of needed online learning solutions.
9. * Identify and pursue areas for personal and professional growth.
10. Perform other duties as assigned by the Director of Instructional Technology and/or the Deputy Superintendent for Instruction and/or the Superintendent pursuant to the rules and regulations of the School Board and State Board of Education.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$52,937 - \$83,341

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function Vary
Job Code 1477
Survey Code 82010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

September 24, 2013

ADA Information Provided by Diane Lewis
Position Description Prepared by Diane Lewis