

Spec. Code:	3289
Occ. Area:	01
Work Area:	210
Prob. Period:	6 mo.
Prom. Line:	None
Effective Date:	09/15/10
Last Action:	Rev.

## **INSTRUCTIONAL DEVELOPMENT SPECIALIST**

### Function of Job

Employees help faculty members apply current educational theory to the planning, delivery, and evaluation of a curriculum. They are the channel through which the faculty members can become aware of recent innovations in educational methodology. Where applicable, they expedite the adoption and application of the educational policy of the university/campus into the curriculum design. They also help the faculty to revise or develop university/campus-wide or departmental curricular policies and procedures, so that students' problems may be averted in the future. They meet with faculty members and review feedback from students in order to: 1) identify problems with course content, 2) identify problems in students' learning abilities, 3) identify problems in learning resources (textbooks, multi-media resources, and other learning aids), and 4) suggest changes to correct any problems which are identified.

### Characteristic Duties and Responsibilities

1. informs the teaching faculty of techniques that may be used in the planning, design, evaluation, and modification of course objectives; informs the faculty of the techniques that may be used in the construction and implementation of instruments to evaluate student performance, faculty instruction, and course content and delivery
2. plans and directs production of multimedia programs which support specific course content; writes scripts; directs photographers, TV crew, and illustration; arranges and schedules faculty input (content); transcribes and interprets the content for use by students
3. locates and appraises instructional materials and multimedia (audiovisual, aids which are commercially available for possible support of departmental courses
4. assembles and updates files on students' records
5. informs administration and faculty of the techniques for designing research studies in education; implements procedures for gathering data; and interprets and reports findings to the administration and faculty
6. locates and reads current literature on evaluation methods which are appropriate to both immediate and long-term evaluation of student performance and curriculum; reads and interprets current literature to advise administration and faculty in revising and updating the courses/curriculum to meet changing needs of students and new developments in educational theory
7. in cooperation with administration and faculty, drafts, writes, implements, and evaluates grant projects in the field of educational research

8. under the direction of the university/campus administration, plans and designs university/campus interdisciplinary programs (courses); under the direction of the university/campus administration, designs instruments to evaluate student performance, faculty instruction, and course content and delivery of university/campus interdisciplinary programs (courses)
9. analyzes and interprets confidential data on student performance, faculty instruction, and curriculum content and delivery; and drafts reports on findings
10. performs related duties as assigned

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. a. Master's degree in education, educational psychology, or the humanities such as history, political science, literature, journalism, communications, or philosophy

##### AND

Six (6) months of experience which included any of the following areas professional writing or editing, audiovisual design and/or production, design and/or production of evaluation tools, educational programming, curriculum development, or classroom teaching

##### OR

- b. Baccalaureate degree in education, educational psychology, or the humanities

##### AND

Eighteen (18) months of experience which included any of the following areas professional writing or editing, audiovisual design and/or production, design and/or production of evaluation tools, educational programming, curriculum development, or classroom teaching

#### KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. knowledge of Microsoft office, graphics, and web page development software
2. skill in the operation and maintenance of instructional communications equipment
3. ability to communicate effectively orally and in writing
4. ability to define key concepts in educational methodology
5. ability to extract salient points of a paragraph on some aspect of educational methodology
6. ability to construct proper sequencing of itemized action steps needed to solve a particular problem or task in educational planning or instructional design

7. ability to work independently and objectively in a non-routine environment in close association with members of teaching faculty
8. ability to interpret, explain, and implement university/campus educational policy to members of teaching faculty

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