

MERIDIAN SCHOOL DISTRICT

CLASS SPECIFICATION

INSTRUCTIONAL DESIGN SPECIALIST

Class Code Number:
FLSA Designation: Non-Exempt

Pay Grade:
Effective Date:

General Statement of Duties

Designs and develops training simulations and online training modules for Joint School District No. 2.

Classification Summary

Responsible for needs analysis, design, development, testing and evaluation of training simulations, online learning materials and instructor led training modules for Joint School District No.2. Additional secondary responsibilities may include maintaining web pages, creating and publishing simulations, managing on-line learning tools, systems and applications such as a learning management system and/or other knowledge management and content management systems, and may include reporting, data, collection and assessment and analysis methodology to identify trends and performance improvement solutions.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities:

- Develops and designs online professional development training
- Works with the staff development coordinator to provide adult training for classified, certified, and administrative personnel
- Works independently on projects assigned by the superintendent

Knowledge, Skills and Abilities

- Requires a minimum of five years experience designing computer based learning solutions, web sites and other applications, including experience in instructional design/curriculum development and development of instructor led, self-study, and web-based instruction;
- Requires adult training facilitation experience;
- Requires experience in recording, reporting and analyzing responses from online assessment and surveys;
- Demonstrated ability to understand training design principles and apply principles of adult learning, learning styles, and various instructional design approaches and processes to the learning content;
- Demonstrated ability to work on multiple, complex projects; strong project management and follow-up skills; strong ability to multi-task and continually prioritize changing project tasks/deliverables;
- Knowledge of e-learning software such as Flash, Dreamweaver, Captivate, synchronous tools, and Photoshop. Advanced proficiency with Microsoft products;
- Requires highly developed oral and written communication skills;
- Requires highly developed collaboration and organizational skills;
- Requires personal computer experience with emphasis on word-processing, spreadsheet and presentation software;

- Requires expertise and aptitude in program management and a variety of web-based technologies, which may include html code, Javascript, object-oriented technology and/or other design-related graphics applications.

Other Duties and Responsibilities

- Performs other related duties as required.

Acceptable Experience and Training

- High school diploma or GED equivalency; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- High level of computer/technology literacy required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- Sufficient personal mobility, agility, strength and physical reflexes, with or without reasonable accommodation, which permits the employee to lift or move up to 30 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.