Supervisor, Instructional Design

Job Code 00001277

General Description
This position is responsible for leading the instructional design teams and projects while coordinating assistance from other departments.

Examples of Duties
Lead instructional design teams.
Provide instructional guidance to subject matter experts.
Manage instructional design projects.
Support the design and development of web based course materials.
Enforce standards of good practice in instructional design.
Mentor junior instructional designers.
Coordinate with other departments
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Instructional Design Models; understanding Educational Psychology related technology; understanding media specifically related to instruction.
Skill in: preparing memos, letters, and reports; determining project scope based upon proposed budget; prioritizing workload; establishing rapport with a variety of clients; problem solving and decision making.
Ability to: evaluate, mentor, and improve the instructional products developed by other instructional designers; work as a team member; effectively communicate orally and in writing.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements