

Please Note: If you are applying for more than one position, please submit a separate, complete application



## INTENT TO EMPLOY

Posting Date: January 29, 2021

**Position:** Instructional Design Specialist

### Minimum Qualifications:

1. A minimum of a Master's degree in Instructional Design, Educational Technology, or related field from a regionally accredited institution **required**. A minimum of One (1) year of full-time work experience in instructional design required, two (2) years of full-time related work experience in higher education **preferred**. Four (4) semesters of teaching at least one course per semester in an online setting **preferred**. Experience with Blackboard Learn and Instructure Canvas **preferred**.
2. Certifications: Quality Matters Certifications, instructional design certifications, and/or online teaching certifications **preferred**.

### Job Functions:

The purpose of this position is to collaborate with faculty and staff in a variety of disciplines to develop and deploy engaging distance learning courses based on up-to-date theory and practice, that align instructional content and assessments with course objectives and learning outcomes, facilitate ease of use, promote regular and substantive interaction, and meet accessibility standards through attention to universal design. This position reports to the Associate Dean of Distance Education and Developmental Education. The Instructional Design Specialist will engage in wide-ranging activities at each of the college's four campuses, promoting student success through excellence in teaching. The employee will:

1. Communicate proactively and effectively with content experts in numerous fields who have varying levels of experience utilizing instructional technology and instructional design methodology.
2. Participate in institution evaluation and review processes for new and existing online courses and hybrid/blended courses.
3. Write recommendations and focused plans of action that can be implemented by faculty to improve course engagement, usability, content alignment, and accessibility.
4. Provide instruction to faculty in the effective use of instructional design methodologies and the associated benefits to different levels or types of learners.
5. Provide instruction to faculty in the effective use of instructional technologies that include learning management systems, lecture capture platforms, web conference platforms, MS Office Apps, Office 365 Cloud resources, multimedia authoring/editing tools, publisher provided instructional resources, open educational resources, remote proctoring systems, accessibility auditing tools, and assistive technologies.
6. Assist in needs analysis, identifying specific gaps in skills, knowledge, information, performance, and/or resources that can be closed by implementing solutions based on instructional design or instructional technology.
7. Conduct on-campus and online workshops, webinars, and individual help sessions that promote excellence in teaching in all modes of course delivery.
8. Conduct ongoing research of pedagogical and technological best-practices for Internet based instruction, advising the Associate Dean of trends and developments that could produce instructional improvements.
9. Assist the Associate Dean with planning documents and with compliance documentation related to SACSCOC, NC-SARA, DOE, and ADA regulations for Distance Education.
10. Serve as a member of the Distance Education Program Committee.
11. Comply with ACCS and College policies, as well as state and federal laws.
12. Perform other related job duties as assigned.

**Salary:** \$67,000.00 to \$72,000.00 based on ACCS Board of Trustees Salary Schedule C-3 and experience.

**Application Deadline:** 4:30 p.m., February 12, 2021

**Application Procedure:** A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from dates from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualification" section, verification from previous employer(s) required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> (For clarification, please contact Human Resources).
5. Certifications

### **"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

#### **Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-8598  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

**EQUAL OPPORTUNITY EMPLOYER**