Job Description

Functional Title: Lead Instructional Designer
CALPERS Title: Developer
Department: Success Center
Reports To: Director of Professional Learning, Success Center

FLSA Status: Exempt  Primary Work Location: Sacramento
Last Updated: 05/2020  Flex Work Option: Some

Position Summary

The Foundation for California Community Colleges is seeking an individual to join our Success Center team who has experience, dedication and motivation to support the Chancellor’s Vision for Success, our Center’s goals and activities, and an inclination toward building long term relationships across our organization, the Chancellor’s Office and the system of 115 California Community Colleges. Our Center’s role is to support the California Community Colleges Chancellor’s Office and Foundation in implementing the Chancellor’s Vision for Success. This work is engaging, fast paced, and ever evolving. Our team is committed, goal oriented and future focused. This position will be charged primarily with ensuring engagement in the online forums and the quality of resources published to the Vision Resource Center.

Essential Job Duties and Responsibilities

- Ensure highest quality of content products from a variety of partners to ensure clear integration of all content published to the Vision Resource Center.
- Work closely with a team of up to 3 instructional designers tasked with developing virtual content to support system professional development.
- Develop unique virtual content for publication on the Vision Resource Center.
- Work closely with the Vision Resource Center Manager to assess the content needs of professionals across the system of California Community Colleges, using a variety of inputs.
- Interface with Chancellor’s Office leadership to prioritize content projects.
- Work with 3rd-party content providers to license online trainings relevant to the system.
- Direct without authority, the external design partners for the development of engaging online content informed by current learning theory and that effectively elucidates anticipated learning objectives.
- Develop editorial capacity among all instructional designers for all system-specific content on the Vision Resource Center.
• Work collaboratively across the full Vision Resource Center team to develop and implement strategies to drive engagement in online communities for the California Community Colleges.
• Act as the point person supporting and encouraging the Chancellor’s Office to identify subject-specific moderators to share timely and relevant information in the Vision Resource Center communities.
• Assist in developing and providing ongoing support for moderators of communities to help them keep their communities active.
• Connect an understanding of the online content delivery vehicle (the Vision Resource Center) with an understanding of the content of conferences, workshops, tools, and resources available to the system.

**Supervisory Responsibilities**
• This position does not supervise other staff.

**Level of Supervision**
• Works within the strategies set by the Success Center and the Chancellor’s Office staff.
• Receives direction on departmental and individual goals as well as to the achievement of those goals from the Director of Professional Learning.
• Evaluated annually based on the successful achievement of goals.

**Knowledge, Skills, and Abilities**
• Demonstrated experience with instructional design tools and ability to utilize them to develop engaging, learner-focused content.
• Experience publishing to a professional learning management system is a plus.
• Knowledge of specific program, policy, or procedural aspects of the California community colleges or non-profits related to higher education.
• Commitment to participating in Agile project management processes structures and timelines.
• Knowledge of current principles and practices of state agencies or non-profits.
• Capable of having work be informed by a system view of the California community colleges.
• Must be an excellent communicator and partner, with the ability to build and maintain collaborative working relationships with highly diverse stakeholders across a number of involved systems across the higher education landscape and throughout organizational hierarchy, internal and external to the Foundation.
• Expertise with Section 508 accessibility standards and how they apply in online professional development.
• Skilled in the use of a variety of platforms for organizing workflow; Jira, Trello, Teams, Google drive, etc.
• Demonstrated success with developing engagement in both online communities and online professional development.
• Ability to effectively apply pedagogical and andragogical principles in online professional development.
• Outstanding written and verbal communication skills; able to write for a variety of purposes and audiences.
• Able to synthesize and analyze various and disparate opinions and ideas.
• Ability to navigate political or sensitive topics and hold confidential conversations.
• Proven success in the ability to work toward a vision as strategies and tactics evolve quickly.
• Strong project management and problem-solving skills including:
  o Ability to prioritize tasks,
  o Efficiently manage timelines,
  o Effectively execute projects with limited supervision and according to established deadlines,
  o Identifying issues as they arise, differentiating solutions and risk by strategy,
  o Familiarity with agile project management methodologies.
• Knowledge of aesthetic and functional design principles.
• Demonstrated commitment and experience with improving public education.
• High proficiency with Microsoft Office Suite, CMS, CRS or LMS, and other office equipment.
• Creative and innovative thinker, willing to seek opportunities to add value to conceptual designs.

Education and Experience

• Minimum of 5+ years progressive experience in managing program or system implementation.
• Minimum of 2+ years of experience with online instructional design and/or driving user engagement in a learning management system.
• State or national level work preferred.
• Master’s degree preferred.
• Experience with either professional development, higher education reform, or systems change in another large complex public system preferred.

Working Conditions and Travel

• Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation.
• Daytime travel throughout California (less than 50%).
• Overnight travel throughout California (less than 30%).
• Valid California Driver’s License, good driving record, automobile insurance and reliable vehicle.

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions/physical requirements of the job.

• Ability to work at a computer workstation for periods up to 4 hours at a time and for up to 8 hours per day for up to five consecutive days.
• Ability to speak on the telephone for a total of up to 3 hours per day.
• Ability to sit for up to 3 hours without breaks at meetings.
• Ability to perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies.
• Ability to lift and move a minimum of 10 pounds.

**Equal Employment Opportunity**

The Foundation for California Community Colleges is committed to providing an environment of mutual respect where equal employment opportunities (EEO) are available to all employees and applicants without regard to race, color, ancestry, national origin, genetic characteristics, sex, gender identity, gender expression, sexual orientation, marital/parental status, political affiliation, religion, age, disability, pregnancy, childbirth, breastfeeding or veteran status. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing non-discrimination in employment.

**Employee Signature**

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position, which may be subject to change at any time during the course of employment.

_____________________________________         ____________________________________
Employee’s Printed Name   Date

_____________________________________
Employee’s Signature