

Instructional Designer/Trainer: Duties and Responsibilities:

The Instructional Designer/Trainer is responsible the Vice-President of Information Systems and Technology. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. Designing and delivering high impact learning solutions that drive student engagement and success.
2. Conduct training needs assessments to identify skills gaps and develop training initiatives to close the gap for faculty and staff.
3. Conduct training sessions related to adult learning methodologies, virtual and in-person course development, accessibility and innovation, and best practices in instructional design.
4. Collaborate with faculty on course development projects (instructional design, technology integration, etc).
5. Collaborate with faculty to create engaging curriculum materials, especially when utilizing open educational resource materials.
6. Support advanced technologies to create interactive, scalable, and learner-centric training programs.
7. Participate in the measurement and evaluation of the training program effectiveness.
8. Create learning content designs via templates, videos, instructor guides, workbooks, manuals, webpages, etc.
9. Assist Director of Distance Education with LMS functions and oversight.
10. Assist with official reviews for online courses.
11. Assist faculty and staff with Universal Design for Learning (UDL) and ADA compliance regarding courses and webpages.
12. Maintain and update the *Teaching, Learning & Leading Center* webpage's online resources.
13. Other duties as assigned by the Vice President of Information Systems and Technology, Vice President of Instructional Services, and the President.

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