RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSISTANT DIRECTOR, INSTRUCTIONAL DESIGN

BASIC FUNCTION: Under the direction of the Dean of Distance Education, the Assistant Director, Instructional Design will work with faculty, staff, and administrators to support the course development, design, and facilitation of online, hybrid, and web-enhanced courses through appropriate instructional frameworks using learning technologies.

SUPERVISION RECEIVED AND LEAD DIRECTION EXERCISED: Receives direction from the Dean, Distance Education. Supervises and directs assigned staff. May provide technical direction to short-term employees, faculty, staff, and administrators as it relates to area of assignment.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Supports faculty in the development, design, and facilitation of effective and accessible learning environments for online, hybrid, and web-enhanced courses through the use of established and emerging technologies to meet course outcomes effectively.
2. Provides consultative services to faculty on the accessible design of curriculum and instruction including effective use of multimedia resources.
3. Oversees and executes the design and implementation of training for faculty to improve the quality of online instruction including the use of LMS for hybrid and web-enhanced courses; and how to leverage technologies to utilize best practices for online teaching.
4. Ensures instructional design expertise is available to faculty, in order to establish instructionally sound online learning experiences in the learning management system.
5. Researches developments in online learning and educational technology and assists faculty in applying new technology to courses as requested and as appropriate.
6. Maintains up-to-date knowledge base of best practices in instructional approaches, educational software, and pedagogical and andragogical techniques to improve online instruction.
7. Plans and coordinates the development of services to meet more effectively the present and future needs of the District's.
8. Oversees and ensures the execution complex and technical support using a variety of learning systems, platforms, web portals, video conferencing applications, and other technologies.
9. Oversees and maintains academic application systems and technologies (such as Canvas) including modifications, customizations, upgrades, and troubleshooting as necessary.
10. Participates as a team member with information technology staff and other District staff on critical system integration, particularly between learning systems and the student information system, and ongoing technology implementation projects that impact learning technologies.
11. Serves on college committees as appropriate.

12. Represents the District/college at local, regional and statewide meetings and committees;
13. Assists with the institutional accreditation process and individual accreditation processes related to distance education.
14. Coordinates continued professional development of assigned staff.
15. Supervises and participates in the process of the evaluation of classified staff in distance education.
16. Maintains appropriate and accurate records and information, analyzes related data and prepares reports to evaluate and improve functional areas;
17. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge Of:
1. Instructional design and adult learning theories, methods, techniques, and tools.
2. The evaluation of course design, assessments, learning technologies.
3. Quality course design rubrics such as the California Virtual Campus Online Educational Initiative Rubric and/or Quality Matters course design rubric.
4. Administrative features of a variety of instructional technologies for video conferencing, learning management (specifically Canvas), and third-party web tools for online learning.
5. Effective theories and practices for teaching an ethnically, linguistically, and socioeconomically diverse student population with antiracist or culturally responsive teaching frameworks.
6. ADA, section 504, and section 508 guidelines as they pertain to accessible course content in a learning management system (specifically Canvas).

Ability To:
1. Conduct needs assessments, write learning objectives, design instructional units, and develop instructional materials for online delivery .
2. Assess usability, accessibility, readability, and course quality in an online environment.
3. Make documents and multimedia accessible in the online environment.
4. Develop online courses in which learning objectives, instructional materials, and assessments are aligned.
5. Apply administrative features of instructional technologies (e.g. Canvas, Zoom, Cranium Café, etc.) to meet end user needs and expectations.
6. Effective written and oral communication for working with a variety of constituents within shared/participatory governance structure.

Education And Experience: Master's degree from an accredited institution in instructional technology, education, information technology, or a related field and three years of related higher education experience in instructional or curriculum design, training, e-learning, an online learning management system, and/or course management tools.

Canvas administration experience is desired. Certificates and training in the areas of instructional design, online learning, and distance education through a recognized certification and training program that utilizes nationally recognized standards are highly desired. One year of online, college-level teaching experience preferred.

Licenses/Certifications Required: None.

PHYSICAL DEMANDS: Primary functions require sufficient physical ability and mobility to work in an office setting.

ENVIRONMENTAL CONDITIONS: Work is performed in a normal office environment.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a)

CONTACTS: Co-workers, President, Vice Presidents, Vice Chancellor for Educational Services, Instructional Deans, faculty, staff**,** and the general public.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.