

## STAFF JOB DESCRIPTION

JOB DESCRIPTION:	Learning Designer		
DEPARTMENT:	Centre for Educational and Information Technology		
REPORTS TO:	Manager, Academic Technology Services		
JOB DESCRIPTION #:	114.11	PREVIOUS JOB DESC. #:	
PAY LEVEL:	17		
ORIGINAL DATE:	December 1997		
LAST REVISED DATE:	July 2003, May 2010, October 2018, June 2019		

### Primary Function:

The Learning Designer is a digitally fluent educator responsible for providing faculty support in the purposeful integration of educational technologies in the development of curriculum and course delivery. Builds community and capacity within Douglas College (and with other provincial post-secondary institutes) by continuously improving learning experiences through new educational and technological ideas, strategies, and solutions developed in conjunction with thought leaders. Identifies, assesses, and interprets pedagogical/technical training needs, prioritizing innovative, challenging, and relevant educational experiences. Conducts instructional design needs analysis, interpreting and adapting results into detailed learning design, delivery, and assessment via a variety of educational practices and technologies. Resolves technical issues with courses, programs, or college-integrated software applications.

### Responsibilities:

#### 1. Community and capacity building.

- a. Propagates new educational and technological ideas, strategies, and solutions through liaisons with thought leaders.
- b. Actively contributes to provincial, national, and international learning networks through membership in committees/working groups, conference presentations, and social media.
- c. Builds digital fluency, while exploring and creating a culture for transformative, active learning.
- d. Leverages new pedagogies, and capabilities of the LMS and other educational technologies to provide an inspiring, challenging, and highly relevant educational experience.
- e. Develops proposals and funding applications for unique teaching and learning experiences at Douglas College.
- f. Writes instructions, articles, news events, blog posts, lesson plans, reports, websites, social media, and standard operating procedures to disseminate information to internal and external stakeholders.
- g. Leads, coordinates, and often facilitates said projects on behalf of faculty and staff.

#### 2. Pedagogical/Technical training.

- a. Collaborates with faculty, primarily, to discuss their requirements, understand their level of development, and propose appropriate strategies to meet their teaching and learning objectives.
- b. Analyzes learning requirements and provides pedagogical and educational technology recommendations to ensure the lesson, course, and program is efficacious in a digital or online learning environment.
- c. Prioritizes educational excellence and evidence-based practices when providing input to curriculum design.

- d. Designs training opportunities for internal and external clients including workshops, cohort and individual training, program-based training, as well as training events.
- e. Strengthens strategic initiatives by convening working groups or arranging for guest speaker presentations around important educational issues to continue discussion and action plans.
- f. Provides data for CEIT strategic plan, ATS reports, Educational Technology surveys, etc., to ensure training is accomplished in most efficient and expedient fashion possible.

### **3. Instructional design and development.**

- a. Integrates and applies principles of instructional design to meet the client's learning outcomes.
- b. Coordinates design, content, format, style, and structural elements to improve training based on client's needs.
- c. Develops and delivers all learning content resources for client training under tight deadlines.
- d. Creates educational resources using rapid eLearning authoring tools, interactive recorded learning objects, step-by-step guides, and web-based training products.

### **4. Technical support.**

- a. Designs and delivers help resources and support by meeting client in person, via web conferencing platform, email, or phone to resolve technical issues or training gaps.
- b. Researches and tests LMS and other College-endorsed technologies to ensure client experience is enhanced.
- c. Trains and supports clients on effective use of LMS and educational technologies.
- d. Documents requests and issues in the CEIT Service Manager Console (Service Desk) system to ensure proper handling of requests and collection of data for CEIT reports.

### **5. Performs other duties as assigned.**

- a. Collaborates with other ATS and CEIT members to provide expert technical support and advice to all College clients.
- b. Directs other ATS staff as needed.

### **Supervision or Guidance Exercised:**

Teaches and trains faculty and staff to design and build courses and learning objects i.e.: videos and audio recording in the learning management system. Creates educational opportunities by designing and delivering training workshops and special events, and schedules and coordinates ATS staff to assist with delivery of said training. Directs other ATS staff to provide media production and second-level service desk support to online clients.

### **Physical Assets and Information Management:**

Responds to Service Desk tickets, oversees training inventory, compiles training data for CEIT planning purposes, strategic plan, etc.

### **Financial Resources:**

Selects and orders software educational technology, renews applications subscriptions, in support of teaching and learning. Signs for supplies at the Bookstore. Researches and orders educational technology on behalf of ATS and client stakeholders.

### **Required Education and Experience:**

- Related Master's degree, provincial instructor diploma, or 5 years' related curriculum design and instructional design experience. May include, but is not restricted to, degrees in education, curriculum design, instructional design, and educational technology.
- 3-5 years' demonstrated experience in curriculum design and development based on best practice, including developing instructional design plans and guiding the development of learning outcomes, course outlines, learning activities, and assessment instruments, including incorporating appropriate educational technologies.

### **Required Knowledge, Skills and Abilities:**

- Advanced knowledge of instructional design principles/theories, learning management systems (LMS), related synchronous and asynchronous communication tools, video conferencing and social networking applications, and other educational technologies.
- Ability to evaluate technologies, instructional factors, educational requirements and trends to make informed recommendations.
- Demonstrated team leadership experience.
- Skilled in the use of teaching spaces (both physical and virtual) to support active learning and student collaboration.
- Advanced ability to develop training materials, articles, and social networking posts related to educational technology.
- Superior communication skills (listening, oral, written, and presentation).
- Excellent interpersonal skills, including the ability to interact with a diverse group of people.
- Advanced knowledge of MS Office and presentation applications.
- Excellent customer service, interpersonal, and teamwork skills.
- Excellent project management, training, and facilitation skills.
- Excellent planning, problem-solving, and critical-thinking skills.
- Ability to organize information in a concise, logical, and analytical manner.
- Demonstrated ability to work independently and be part of team.
- Demonstrated ability to exercise mature judgment, diplomacy, and discretion and to maintain confidentiality.
- Flexibility to travel between campuses.

This job description reflects the general responsibilities and duties associated with the job and should not be viewed as a comprehensive list of job tasks.