



INSTRUCTIONAL DESIGN SPECIALIST

JC: OF025

PB: AFE

FLSA: Exempt

BU: 31 (AFSCME)

Created: October 2001

Revised: June 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans and maintains assigned systems infrastructure for the Districtwide learning management system, testing and reporting systems including data interface, reporting and querying activities for District departments to monitor compliance with regulatory requirements, designs and coordinates the design and development of technology-based-training programs; and performs related work as assigned.

CLASS CHARACTERISTICS

This single incumbent classification develops, implements, administers and maintains projects in support of Districtwide learning management, testing and reporting activities, supports the design and development of technology-based-training programs including meeting training goals, storyboard development and proper evaluation of training programs. Classifications at this level possess a specialized, technical, or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. This classification is distinguished from the Employee Development Specialist (EDS) in that the latter prepares instructional materials and delivers instruction to employees in a specific skill area.

REPORTS TO

Manager of Operations Training and Development or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Maintains assigned systems infrastructure for the Districtwide learning management system, testing and reporting systems; defines business reporting requirements and related data analytics and visualization needs; recommends, plans, and implements changes to existing systems and processes to streamline and improve department operations; creates and modifies reports as required.
2. Establishes, maintains, and executes processes to monitor data accuracy and the importing of data from multiple sources.
3. Assists content developers in the selection of appropriate methodologies, design of lesson plans

and technology-based training in specific program areas and training objective development.

4. Maintains and updates knowledge in instructional design techniques and learning related technology and systems; develops evaluation tools to assess the effectiveness of training; validates training programs meet objectives and recommends appropriate changes.
5. Develops scripts, screens, and flowcharts for use in technology-based-training programs.
6. Works closely with media and documentation staff to produce audio-visual materials and assists content developers with incorporation of media into programs.
7. Facilitates communication between programmers, content developers and vendors.
8. Establishes and maintains relationships with external vendors whose products interface with assigned systems.
9. Train staff on the use of training related systems and provides end-user support.
10. Maintains records, document procedures, and prepares reports of work performed.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee development and training
- Principles and practices of information systems design and data processing
- Principles and practices of program development and administration
- Principles and practices of data visualization
- Instructional systems design process and the applicable roles for technology-based-training
- Methods of identifying training needs in an industrial setting
- Training methodologies, and techniques, especially as they relate to technology
- Designing and utilizing digital audio-visual material
- Methods of building interactivity and interest into technology-based programs
- Vendors, consultants and potential sources of technology-based training courses or materials
- Windows, MS word or other work processing programs
- Query languages and report writers, SQL preferred
- File types, formats, compression methods and principles for data integration
- Hardware and server configuration

Skill/Ability in:

- Identifying and assessing existing training methods
- Participating in the management of a comprehensive information systems program
- Utilizing a variety of programming languages
- Evaluating and selecting systems hardware and software systems
- Researching and analyzing complex situations and recommending solutions
- Identifying and assessing existing training methods, tools and systems
- Analyzing varied departmental needs and recommending training solutions
- Designing varied audio-visual materials to support instructional activities

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- Script writing or technical writing
- Facilitating or coaching teams
- Modularizing training materials
- Instructional design
- Writing and maintaining accurate documentation
- Evaluating the results of instructional programs
- Maintaining accurate documentation of development activities
- Evaluating applicability of outside training consultants and vendors and recommending and monitoring such programs
- Prioritizing and managing multiple issues at once, working under pressure and consistently meeting deadlines
- Written and verbal communication
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

May be required to work occasional off-hours shifts to administer training programs

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's degree in instructional design, online training, education, counseling, or related field from an accredited college or university.

Experience:

The equivalent of three (3) years of (full-time equivalent) verifiable professional experience developing and utilizing technology-based training programs including systems design and maintenance of training programs or related experience.

Substitution:

Additional training experience as described above may be substituted for education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; and moving vehicles.

Physical Conditions:

May require maintaining physical condition necessary for sitting and standing for prolonged periods of time; must be physically capable of lifting audio-visual equipment and training materials weighing up to 50 pounds.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0650 – Training Workers
Safety Sensitive: No