



INSTRUCTIONAL DESIGN SPECIALIST

FC: OF025

PG: PB-05

PC: 881

BU: 91

October 2001

*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, designs, directs and coordinates the design and development of technology-based-training programs; and performs related work as assigned.

CLASS CHARACTERISTICS

Incumbents in this class design, direct, and coordinate the development of technology-based-training programs with an emphasis on meeting training goals, storyboard development and proper evaluation of training. While much of the training is concentrated in developing and refining specific skills for operations and maintenance personnel, general and supervisory training programs are also provided. This class is distinguished from the EDS (Employee Development Specialist) in that the latter prepares instructional materials and delivers classroom and hands-on instruction to employees in a specific skill area. This class possesses broader functional expertise in the proper development, revision and evaluation of training materials and delivery methods especially as they relate to the utilization of technology. This class may exercise supervision over assigned lower level staff. This class reports to the Operations Training Supervisor, technology based training.

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

1. Prepares, plans, and designs training programs to meet specific training needs or to solve specific operational problems to support District activities and further District goals.
2. Assists content developers in the selection of appropriate methodologies and design of lesson plans. Content developers will be from a variety of classifications within the District. They may be employee development specialists, supervisors, safety specialists, or any employee who would require the development of a training program that could be delivered via technology.
3. Assists content developers in designing technology-based-training in specific program areas and training objective development.
4. Evaluates training outlines and advises instructors on appropriate program structure.
5. Develops evaluation tools to assess the effectiveness of training. Verifies that programs meet objectives and recommends appropriate changes.

6. Works with District staff to solve a variety of technical problems in the operations and maintenance areas. Assists in the assessment of performance problems within Operations and determines how best to meet the training needs identified. Provides recommendations on the appropriate form of technology-based-training.
7. Develops scripts, screens, and flowcharts for use in technology-based-training programs.
8. Works closely with media and documentation staff to produce audio-visual materials and assists content developers with incorporation of media into programs.
9. Facilitates communication between programmers, content developers and vendors.
10. Researches and identifies external training sources and materials and evaluates their applicability to District needs.
11. Prepares scope of services for outside training assistance, recommends the selection of consultants or vendors, and monitors and evaluates performance.
12. Maintains records and prepares reports of work performed.
13. Maintains and updates knowledge in instructional design techniques.
14. Supports the effective use of technology in learning and teaching.
15. Participates in planning and setting priorities for division level activities.

QUALIFICATIONS

Knowledge of:

Principles and practices of employee development and training.
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.

Skill in:

Written and verbal communication.
Identifying and assessing existing training methods.
Researching to develop training objectives and designing materials to meet those objectives.

Analyzing varied departmental needs and recommending training solutions.
Designing varied audio-visual materials to support instructional activities.
Script writing or technical writing.
Facilitating or coaching teams.
Modularizing training materials.
Instructional design.
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.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Acting as liaison and translator between personnel with varied expertise.
Organization of projects.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
May be required to work occasional off-hours shifts to administer training programs.
Must be physically capable of standing for extended periods of time and of lifting audio-visual equipment and training materials weighing up to 50 pounds.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in instructional design, online training, education, counseling, or related field, OR completion of certificate or technical school program in a related field.

Experience:

Three (3) years of (full-time equivalent) verifiable professional experience in design and development of training programs in an industrial setting which must have included at least one (1) year in the development for technology-based-training; for example storyboarding, script writing, incorporation of media and interactivity into programs.

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.