Position Announcement

Job Title
Instructional Design Specialist

Location
Canadian Valley Technology Center
El Reno/Holt Campus

Qualifications
- Master’s Degree in Education in curriculum development and/or educational technology
- A minimum of three years experience in teaching with a preference of experience teaching career and technical education programs
- Knowledge of instructional design with additional knowledge in multimedia development for instruction
- Knowledge and/or experience in designing and implementing individualized instructional systems
- Knowledge and/or experience in developing grading systems that accurately reflect student knowledge and achievement
- Familiarity with current trends and research in use of technology in an educational setting including but not limited to learning management systems, social media, and flipped classrooms
- Ability to work directly with faculty, staff, administration, and industry professionals.

Major Job Responsibilities
Provide leadership in the development and implementation of all curricula, instructional material, educational technology and media.

Salary Range
$56,591-64,566 annually; 11 month position; Benefits: District paid health, dental and vision, retirement and more.

Deadline for Application & Resume
Until successful applicant is hired.

For complete job description & application please go to www.cvtech.edu/jobs or call Courtney Aguilar at (405) 422-2215 for more information.

Affirmative Action/
Equal Opportunity Employer

Federal and state law prohibit discrimination in employment practices based on race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disability.
Job Description

Job Title:     Instructional Design Specialist
Location:    El Reno/Holt Campus
Reports To: Director of Student Services
FLSA Status: Exempt/11 month/Certified Instructor Scale
Prepared By: Gayla Lutts/Bryan Hawk
Prepared Date: June 2014

Summary

Provide leadership in the development and implementation of all curricula, instructional material, educational technology and media.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Master’s Degree in Education in curriculum development and/or educational technology
- A minimum of three years experience in teaching with a preference of experience teaching career and technical education programs
- Knowledge of instructional design with additional knowledge in multimedia development for instruction
- Knowledge and/or experience in designing and implementing individualized instructional systems
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- Ability to work directly with faculty, staff, administration, and industry professionals.

Essential Duties and Responsibilities

Program Support

- Work with instructors to develop and implement a competency based delivery system that addresses the following:
  - Research-based methods of instruction such as Marzano and the Daggett System for Effective Instruction
Individual learning styles
Learning goals
Grading systems that accurately reflect student learning and achievement

Assist instructors with the development and implementation of a curriculum map that includes time-lines to ensure satisfactory academic progress
Maintain current instructional materials for each program
Provide support to develop learning management system for each program
Provide leadership and support for individual program accreditation
Provide leadership and support to implement educational technology in programs
Develop campus program syllabus for distribution to partner schools
Take a leadership role in providing support to new instructors in both the development of curriculum, instructional material, media and learning management system and training in processes and policies of Canadian Valley Technology Center

Business and Industry Services

Work with BIS coordinators and instructors in the development of and implementation of curriculum and instructional materials for ACE courses, customized industry training, and adult full time programs.

Professional Development

Provide professional development activities to instructors as it relates to curriculum, instructional material, educational technology, media, learning management systems, instructional strategies, evaluation elements, and program accreditation.

Maintain professional development resource library.

Serve on professional development committee.

Professional

Serve as the liaison to the Canadian Valley regional Professional Development Center.

Keep abreast of current trends in media and media production.

Serve as a consultant to all curriculum committees.

Participate in local, state, and national organizations related to career and technical education, curriculum, instructional material, and educational technology.

Other

Perform such other tasks and assume other responsibilities as may be assigned by the administration.
**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands, fingers, handle, and/or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.