Position Title: **Director of Instructional Design and Clinical Assessment**

Department: The Center for Innovation in Teaching & Learning

Reports To: Senior Director of Center for Innovation in Teaching & Learning

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The director of instructional design collaborates with faculty to create effective instructional materials for clinical and didactic courses. This includes oversight of the design and deployment of clinical assessments to ensure alignment with programmatic and course learning outcomes. The individual is responsible for ensuring instructional materials comply with ADA and copyright laws. The director is responsible for managing all productions in the campus studio. Additionally, the director works with faculty to integrate best practices in both campus-based and online course design and engages in ongoing research to ensure continuous improvement in curriculum and assessment design.

Key Responsibilities:

1. Leads collaboration with faculty to design and develop effective instructional materials grounded in industry best practices in instructional design;

2. Ensures quality standards are maintained during design, development, and revision of all courses;

3. Coordinates and oversees formal clinical assessment processes to ensure alignment with programmatic and course learning outcomes and continuous improvement of the clinical experience;

4. Designs and implements clinical assessment processes;

5. Collaborates with clinical faculty on the continuous improvement of clinical learning outcomes;

6. In collaboration with the CITL Senior Director, develops and delivers ongoing faculty training related to clinical assessment practices and teaching and learning initiatives;

7. Ensures accurate and complete item mapping learning outcomes for clinical course assessments;

8. Works with faculty to align learning outcomes with course assessments and instructional strategies;

9. Analyzes usability of software and open educational resources and makes recommendations for students with accommodation needs;

10. Assist faculty with the development of digital learning resources, including eBooks, multimedia materials and instructional videos;

11. Maintains and oversees web-based platform used to house instructional and eBook materials;

12. Manages all instructional media production within the campus video studio, including consultation with faculty, recording, and post-production editing;

13. Oversees the CITL work-study student program and supervises the Coordinator of Instructional Technology;

14. Assist faculty to ensure all instructional materials are compliant according to Americans with Disabilities Act (ADA) Standards for Accessible Design and US Copyright Law;

15. Stays informed about the current state of and future advances in instructional and multimedia technology, e-learning applications, and digital media creation/delivery;

16. To assume such other duties as assigned by the Senior Director of CITL.

17. Commitment to the mission of the College.

18. Participates in the annual Lyceum program;

19. Demonstrates a commitment to the mission of Sherman College.

Basic Knowledge and Skills:

1. Bachelor's degree in instructional design, education, information sciences, digital media design, or related field is required. At least two years of experience in online education is preferred.

2. Demonstrated experience and knowledge in a major course management system, graphic and multimedia authoring software, website design, and online course development.

3. Knowledge and experience in the use of Apple products and operating systems.

4. Excellent writing and proofreading skills.
5. Experience with video capture and editing.
6. Customer service oriented.
7. Effective time and resource management.
8. Self-motivated and ability to multi-task with minimal supervision.
9. A high degree of creativity as well as critical-thinking and problem-solving skills.

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Occasional crouching and kneeling may be required and carrying with weight limit of 25 lbs. Strains/stresses may be related to computer use.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

_____ _____/_____/_____

Employee Signature Date