



Teacher - Digital Learning Designer



Job Overview

The job of Teacher - Digital Learning Designer was established for the purpose of creating relevant, effective, active, and inclusive online learning and blended-learning for all WCS stakeholders. Teacher - Digital Learning Designers create, model, and maintain digital products which support professional development, training, and job aids; provide input and recommendations regarding software purchases and both site and District technology plans; and provide input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

This job reports to the Director of Instructional Technology.

Job Functions

- Create engaging learning activities and compelling course content that enhances knowledge retention and transfer
- Work with subject matter experts and identify target audience's training needs
- State instructional end goals and create content that matches them
- Visualize instructional graphics, the user interface and the finished product
- Conduct instructional research and analysis on learners and contexts
- Apply tested instructional design theories, practice and methods
- Provide exercises and activities that enhance the learning process
- Create supporting material/media (audio, video, simulations, role plays, games etc.)
- Oversee assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Decide on the criteria used to judge learner's performance and develop assessment instruments
- Maintain project documentation and course folders
- Participate in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Train certificated and/or classified staff in the use of instructional and District standard software products for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Travel

Travel to any WCS school may be required as needed.

Working Environment

This job is performed in a standard school/office environment.

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Generally, the job requires 60% sitting, 20% walking, and 20% standing.

Qualifications

Minimum experience: Job related experience in instructional design with increasing levels of responsibility is desired. Minimum 3 years classroom teaching experience at any grade level.



Minimum education: Bachelor's degree in a job-related field is required.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- Variety of learning pedagogical and methods skills
- Strong visualization skills
- Ability to write well
- Creative and analytical problem-solving skills
- Organizational and active listening skills
- Innovation and creativity

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Deep understanding of how people learn
- Excellent knowledge of learning theories and instructional design models
- Lesson and curriculum planning skills
- LMS, Authoring and software tool knowledge (Schoology, Articulate 360, Techsmith editing tools, Adobe Creative Suite and G Suite applications)

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

Required Testing: None Specified

Continuing Education/Training: Instructional Design Certification or master's degree in Instructional Design preferred

Required Certificates and/or Licenses: Valid Tennessee Teaching License

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Certified

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