**Instructional Designer II P11 Standard Job Description**

**Classification Title:** Instructional Designer II P11

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Instructional Designer II, under general supervision, leads and supports the development of classroom, hybrid, or online courses. Plans, develops, and delivers training and development for faculty and/or staff in areas of instructional design, andragogy, and best practices. Leads project work.

**Essential Duties and Responsibilities:**

**40% Course Design and Development**

* Collaborates with instructors and subject matter experts (SMEs) to design and develop online, blended, and web-enhanced courses.
* Consults and supports faculty and/or staff with instructional design.
* Leads and oversees course design and development projects.
Administers and maintains online development courses/resources.
* Plans and coordinates materials with course instructors, instructional design team, and multimedia team.
* Identifies and recommends the use of instructional strategies, technologies, and applications.

**30% Faculty Support and Training**

* Leads faculty and/or staff through the design process and makes key recommendations for design.
* Plans, develops, and delivers faculty and/or staff training on instructional strategies and course design.
* Researches and reviews emerging instructional design innovations and trends.

**10% Course Review and Quality Assurance**

* Designs online modules.
* Leads the course review process.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of online course design principles and practices.
* Knowledge of Learning Management Systems and instructional technologies.
* Ability to present information clearly and concisely.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**