**Instructional Designer IV Standard Job Description**

**Classification Title:** Instructional Designer IV

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Instructional Designer IV, under general supervision, leads and oversees the development and support for the classroom, hybrid or online courses. Leads and manages the development of training for faculty and/or staff in areas of instructional design, andragogy, and best practices. Manages and leads project work. May be responsible for training, assisting or assigning tasks to others.

**Essential Duties and Responsibilities:**

**40% Course Design and Development**

* Leads the collaboration with instructors and subject matter experts (SMEs) to design and develop online, blended, and web-enhanced courses.
* Consults and guides faculty and staff in complex instructional design.
* Manages course design and development projects.
* Oversees and coordinates materials with course instructors, instructional design teams, and multimedia teams.
* Leads faculty and staff through the design process and makes key recommendations.
* Plans, develops, and provides guidance on instructional strategies and course design.
* Leads design of online modules and manages the course review process.

**20% Project Management and Leadership**

* Provides project leadership for large projects by establishing goals and monitoring progress.
* Coaches instructional design teammates to enhance their learning of processes and practices.
* Trains, supervises, and assigns tasks to others as necessary.

**10% Research and Innovation**

* Researches, reviews, and recommends software, multimedia applications, and web-based educational technologies.
* Identifies and implements the use of instructional strategies, technologies, and applications.
* Monitors and reviews emerging instructional design innovations and trends.

**10% Usability and Quality Assurance**

* Leads usability studies and reviews reports.
* Ensures course quality, accessibility, copyright, and fair use in course development.

**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 or equivalent combination of education and experience

**Required Experience:**

* Five years of related experience

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Projectors/Computer Labs

**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**

**No**

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

**Yes**

**No** 