**Instructional Designer V Standard Job Description**

**Classification Title:** Instructional Designer V

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Instructional Designer V, under general supervision, serves as a lead instructional designer and manages the development and support for the classroom, hybrid or online courses. Manages the development of training for faculty and/or staff in areas of instructional design, andragogy, and best practices. Manages and provides oversight of project work. May be responsible for training, assisting or assigning tasks to others. Serves as a back up to other Instructional Designers when complex issues arise.

**Essential Duties and Responsibilities:**

**40% Course Design and Development Management**

* Oversees and manages collaboration with instructors and subject matter experts to design and develop online, blended, and web-enhanced courses.
* Leads administration and maintenance of online development courses and resources.
* Provides project leadership for large projects by establishing goals and monitoring progress to ensure successful completion.
* Oversees and manages the planning and coordinating of materials with course instructors, the instructional design team, and the multimedia team.
* Manages the design of online modules.
* Leads and manages the course review process.

**20% Instructional Design Leadership**

* Acts as a subject matter expert in specified areas.
* Consults and leads faculty and staff with complex instructional design.
* Provides oversight and coaching to instructional design teammates to enhance their on-the-job learning of processes and practices related to program design, course development, course quality, accessibility, copyright, and fair use.
* Takes a lead role in recommending and implementing new design solutions and processes.
* Implements the use of instructional strategies, technologies, and applications.

**10% Research and Innovation**

* Oversees the research and review of emerging instructional design innovations and trends.
* Develops, reviews, and implements recommendations for software, multimedia applications, and web-based educational technologies.

**10% Training and Supervision**

* May be responsible for training, supervising, assisting, or assigning tasks to others.
* Serves as a backup to other Instructional Designers when complex issues arise.

**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:**

* Eight 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**