**Manager, Instructional Design Standard Job Description**

**Classification Title:** Manager, Instructional Design

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Instructional Design Manager, under direction, provides leadership and oversight of the course design and development team. Develops and schedules faculty training and support during the teaching phase of online, blended, and enhanced courses. Recommends instructional design methods, models, and assessment strategies.

**Essential Duties and Responsibilities:**

**40% Course Design and Development Management**

* Oversees and manages the collaboration with instructors and subject matter experts (SMEs) to design and develop online, blended, and web-enhanced courses.
* Manages and leads the entire instructional design unit.
* Assigns out projects to designers.
* 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, and learning technologies.
* Manages the internal course design review process.
* Approves and implements the use of instructional strategies, technologies, and applications.
* Ensures course compliance with universal accessibility standards.
* Collaborates with faculty to assist with the development of unified course formats to provide students with an effective and seamless online education experience.

**20% Training and Support for Faculty**

* Develops, reviews, and implements training sessions for faculty in course design, instructional technologies, and education.
* Oversees the development and maintenance of faculty resources and best practices regarding the use of educational technologies.
* Coordinates with technical staff to create and evaluate plans for the implementation of new technology deployments.
* Communicates with university support services to coordinate support for faculty teaching online, students, and potential students.
* Responds directly to online students' concerns and takes appropriate action.

**10% Administrative Oversight and Project Management**

* Manages the administration and maintenance of online development courses/resources.
* Monitors feedback from faculty and students regarding instructional design processes and course design user satisfaction.
* Manages requests for learning management systems, including template design and quality assurance.

**10% Research and Evaluation of Innovations**

* Oversees the research and review of emerging instructional design innovations and trends.
* Coordinates testing of new instructional technologies and evaluates educational applications.
* Reviews copyrights on designs and ensures adherence to copyright laws.
* Disseminates announcements and technology news as needed.

**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:**

* Five years of related experience. Two years of supervisory experience

**Required Licenses and Certifications:**

* License

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**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**