**P5: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of specialization.
* Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by office/departmental policy and procedures.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues tend to be operational in nature.

*🡪 Course of Resolution*

* Identifies issues and gathers facts.
* Must understand the smallest details of an assigned area.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect a department or a project outcome with department/office impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Oversees aspects of instructional design projects for assigned area(s), including the analysis of educational needs, solution-plan development, and implementation processes relating to technology-based learning and eCourse creation.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of supervisor or manager. Serves a lead worker to employees who perform similar functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Acts as a project lead, ensuring objectives and needs of clients are met.
* Works collaboratively with Instructional Developers and faculty to develop online courses and appropriate eLearning instructional tools, such as interactive instructional objects.
* Leads the development of academic courses, web sites, and/or learning modules using course-management software and eLearning technologies.
* Reviews existing course design for enhancement and coordinates the efforts of other staff in modification through the use of standing and emerging technologies.
* Serves as a representative on university committees and focus groups involved in educational technology use, development, and implementation.
* Conducts workshops, seminars, and/or other training programs in course design, pedagogy, and the relevant and appropriate use of technology; performs faculty development on an individual- and group-basis.
* Provides training on new and existing technology, initiatives, and department policy to colleagues, faculty, and support staff on an individual- or group-basis; guides other developers in the appropriate use of technologies to meet objectives.
* Evaluates new technologies in the field of education and makes recommendations for purchase.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in a related field.
* Six years of related experience. Two years of experience must be serving as an advanced/senior team member or working as a project lead.

OR

* Master’s degree in a related field.
* Four years of related experience. Two years of experience must be serving as an advanced/senior team member or working as a project lead.

**COMPETENCIES**

**Knowledge of:**

* Best practices in educational technology and instructional design
* The use of eLearning development tools and social learning technologies
* Multimedia development, including interactive learning objects

**Skill in:**

* Technology support in an academic setting
* Graphic, visual, and web design
* Developing online courses in a learning management setting
* Technical problem solving

**Ability To:**

* Work independently and in a team environment
* Apply ADA or Section 508 compliance standards to web-based instruction modules
* Manage complex projects within and across academic and/or technical production units
* Adhere to strict project timelines
* Serve on working committees in the area of educational technology, eLearning, teaching and learning, and other appropriate fields in higher education
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Maintain the confidentiality of information and professional boundaries
* Communicate effectively through both oral and written means