

---

**JOB DESCRIPTION: INSTRUCTIONAL DESIGN MANAGER**


---

<b>DEPARTMENT:</b>	National Curriculum Products	<b>REPORTS TO:</b>	Sr. Manager, National Curriculum Products
<b>JOB CLASS:</b>	Manager	<b>PAY GRADE:</b>	19
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	04/27/2009

---



---

***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

---

**POSITION GENERAL SUMMARY:**

The Instructional Design Manager manages the successful execution of instructional and learning design strategies in FLVS course development. The Instructional Design Manager provides leadership in instructional design, design technology, and development of innovative, engaging, and student-focused course development. The Instructional Design Manager supports the National Curriculum Team in the course development, course review, and course editing process, and ensures the implementation of the course validation process.

**ESSENTIAL POSITION FUNCTIONS:**

- Manage and oversee FLVS National Curriculum course development design strategies; recommend, implement, and administer methods and procedures to enhance instructional design within development and redevelopment of online courses and interactivities
- Manage non-course projects for Instructional Design services and Web Development services
- Ensure consistent and clear communication across all teams and adherence to FLVS processes and guidelines
- Review course content during analysis, design, and development stages for sound pedagogical and instructional design practices as measured by the Development and Curriculum Checklists; recommend improvements and revisions to course content
- Design and deliver training and advanced support to National Curriculum Development Team members for curriculum design, online instructional design strategies, and technologies for the development of course content and assessments
- Support the National Curriculum Development Team by managing projects on-time, on-budget, and within scope, as measured through periodic project reports and bi-annual goal analysis; recommend the development of new projects with cross-team feedback
- Evaluate existing standard operating procedures in e-business and e-learning and deploy processes to mitigate weaknesses
- Support the National Curriculum Development Team with the infusion of engaging design and 21st technology in FLVS development as well as other identified curricular initiatives
- Research new and innovative instructional design, technology practices and leading edge delivery strategies to increase level of student engagement, adaptability, usability, and prescriptive learning in FLVS courses; review externally produced content and resources
- Keep abreast of instructional design trends and best practices in e-learning by maintaining professional memberships and attending conferences
- Negotiate contracts with vendors for departmental operations and/or educational resources for developed applications (including client pricing when applicable)

- Create and update technical and instructional design development criteria based on evaluation of research in the field and ensure development standards are met and implemented
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

#### **MINIMUM REQUIREMENTS:**

##### ***Education/Licensure/Certification:***

- Bachelor's degree; or an equivalent combination of education and experience

##### ***Experience:***

- Three years' experience in curriculum development
- Project management experience, preferred

##### ***Knowledge, abilities and skills:***

- Ability to work with and through people to establish goals, objectives, and action plans
- Strong knowledge of curriculum design, instructional strategies, online instructional design theories, and learning style theories
- Strong knowledge of industry standard Web development technologies, including, but not limited to, Dreamweaver, graphics editing programs, HTML5, JavaScript and Flash and mobile development
- Knowledge of learning management platforms and other Web delivery technologies
- Knowledge of section 508 compliance
- Knowledge of learning object design and SCORM
- Practical knowledge in implementation of copyright standards
- Demonstrated interpersonal and leadership skills
- Ability to supervise, train, and develop employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to meet deadlines and handles diverse tasks simultaneously using prioritization and delegation
- Strong verbal and written communication skills
- Excellent presentation skills

#### **CORE COMPETENCIES FOR SUCCESS:**

COMMUNICATION SKILLS	CUSTOMER FOCUS
----------------------	----------------

Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience	Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

### **MANAGER COMPETENCIES FOR SUCCESS:**

<b>COMMAND SKILLS</b> <i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i>	<b>CONFLICT MANAGEMENT</b> <i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i>
<b>LISTENING</b> <i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i>	<b>MANAGING DIVERSITY</b> <i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i>
<b>DEVELOPING OTHERS</b> <i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i>	<b>TIMELY, QUALITY DECISION MAKING</b> <i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i>
<b>PROCESS MANAGEMENT</b> <i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into</i>	<b>TEAM BUILDING</b> <i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and</i>

<i>efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i>	<i>peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility</i>
<b>MANAGING &amp; MEASURING WORK</b> <i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i>	<b>COMFORT AROUND HIGHER MANAGEMENT</b> <i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i>
<b>MANAGERIAL COURAGE</b> <i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*