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| **DEPARTMENT:** | Professional Learning Curriculum Product Innovation FLVS Global | **REPORTS TO:** | Assigned Supervisor |
| **JOB CLASS:** | Specialist | **PAY GRADE:** | 18 |
| **EXEMPT STATUS:** | Exempt | **DATE:** | 02/02/2012 |

*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 Specialist (IDS) plans, designs, develops, documents, and tests online training courses, interactive Web applications, and technologies for FLVS. The Instructional Design Specialist interviews subject matter experts and teachers to determine instructional design and technical design requirements for the redevelopment of online training courses and interactivities, creating components to increase the level of usability and prescriptive learning in FLVS training courses. The IDS analyzes data to create specifications for modifying and customizing online training courses and interactive web applications. The Instructional Design Specialist is responsible for providing advanced support to support representatives and interns for online course and interactive web application alterations. The IDS also creates and delivers teacher training, assisting staff members in learning new technology and delivery systems.

**ESSENTIAL POSITION FUNCTIONS:**
- Provide planning, designing, developing, documenting, and testing during the development of new online courses and interactivities
- Provide planning, designing, developing, documenting, and testing during the redevelopment of online courses and interactivities
- Interview subject matter experts, teachers, students, and analyzes responses to determine instructional design and technical design requirements for redevelopment of online courses and interactivities
- Program in web authoring languages and use industry standard authoring programs to develop online courses and interactivities
- Primary authority in technically maintaining section 508 compliance
- Primary expert in creating, maintaining and implementing copyright requirements
- Assist with the successful planning, development, and delivery of professional development activities related to development software instructional design and other subjects as needed for maintenance and development
- Provide advanced support to developers and interns for development software, design elements, learning management systems, and outside resources
- Create technical and instructional design development criteria based on evaluation of research in the field and ensures standards are met and implemented, as measured by the Development Checklist
- Research applicability of and uses development technology including but not limited to Flash, databases, JavaScript, and Authorware to increase level of adaptability, usability, and prescriptive learning

- Collaborate with developers, instructors, trainers, platform partners, and mentors
- Provide advanced support to FLVS Update help desk operations
- Write a minimum of one white paper and/or presents a minimum of one time as a thought leader on instructional design, development technology and/or interactivities
- Oversee the ongoing maintenance of FLVS training courses yearly, focusing on one or more of the following: usability, appropriate technology, interactivities, and results set by the department
- Evaluate resources in terms of instructional design and technology needs and demands
- Work with the training team, curriculum team, Florida Services team, Global Services team and instructors to scope out and implement changes to training services using instructional design standards
- Work with the CS and ISS teams to implement 21st century technology into courses as needed
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates 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 equivalent combination of education and relevant experience

*Experience:*
- Two years' Information and/or Educational Technology experience
- Experience in instructional design and working in a project management cycle

*Knowledge, abilities and skills:*
- Knowledge of instructional design
- Knowledge of learning management platforms and other Web delivery technologies
- Knowledge of industry standard Web development technologies including Dreamweaver, graphics editing programs, HTML, JavaScript, and Flash action script
- Knowledge of section 508 compliance
- Knowledge of learning object design and SCORM
- Practical knowledge in implementation of copyright standards
- Strong interpersonal, leadership, and motivational skills

## CORE COMPETENCIES FOR SUCCESS:

| COMMUNICATION SKILLS | CUSTOMER FOCUS |
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| *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* |
| INTERPERSONAL SKILLS | FUNCTIONAL /TECHNICAL EXPERTISE |
| *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* | *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* |

## INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

| PEER RELATIONSHIPS | CREATIVITY |
|---|---|
| *Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers* | *Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"* |
| SELF KNOWLEDGE | PLANNING |
| *Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions* | *Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results* |
| ORGANIZING | PROBLEM SOLVING |
| *Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner* | *Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers* |
| DRIVE FOR RESULTS | |
| *Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals* | |

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**
- Location: Remote OR Orlando VLC, depending on assignments
- 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.*