

Position Description for Director of Instructional Design

Classification:

Exempt

Salary Grade/Level/Family/Range:

Dependent on education and experience

Position Title:

Director of Instructional Design

Reports to:

Vice President of Academic Affairs/Dean

Date Created/Revised:

May 6, 2020

Mission of Position:

The Director of Instructional Design serves as a primary resource and driver for developing excellence in educational delivery across course formats. The director will also serve as liaison with IT staff and lead a regular review of the seminary's online courses. This position also oversees the school's participation in the National Council of State Authorization Reciprocity Agreements (NC-SARA).

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Staying current with research regarding design processes and strategies for course development and delivery across all course formats, and disseminating that expertise through faculty development opportunities;
- Contributing to ongoing faculty conversations around learning theory and course design;
- Providing initial and ongoing training for the Seminary's teaching faculty to efficiently use Learning Management System in ways that optimize student achievement of the course, degree program, and institutional learning goals, while also making efficient use of faculty time;
- Serving as the liaison between faculty and the Educational Technologist in the utilization of learning management systems and of other technological teaching tools;

- Spearheading the development and implementation of a regular review procedure for the Seminary's online program, using evidence-based benchmarks to ensure that the Seminary's online courses are of consistently high quality;
- Working closely with the Information Technology Manager and Vice President of Academic Affairs to analyze instructional technology needs and recommend appropriate solutions to those needs, including conducting needs assessments of the teaching faculty;
- Overseeing the Seminary's participation in the National Council of State Authorization Reciprocity Agreements (NC-SARA).

Required Education/Experience:

- Master's degree or professional certification plus equivalent experience in instructional design, educational technology, instructional technology, or closely related field;
- Experience working in a nonprofit higher education setting;
- Demonstrated facility with higher education Learning Management Systems (Canvas, Blackboard, Moodle, D2L, etc.) at the teacher and administrator levels;
- Demonstrated ability to train faculty in the major higher education Learning Management Systems;
- Demonstrated expertise in learning theory research regarding instructional design processes and strategies for course development and delivery;
- Willingness to uphold the Seminary's "Culture and Commitments" and "Commitment to Engaged Diversity."

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Application Instruction:

Please email a cover letter expressing interest in the position, being as specific as you can, and detailing relevant professional experience, education, and training, along with a resume, including the names and contact information of at least three professional references to gwen.derrick@ptstulsa.edu.

Non-Discrimination Statement

Phillips Theological Seminary accords equal rights and privileges to all members of the Seminary community. In the administration of its policies and procedures related to admissions, financial aid, academic programs, and hiring, the Seminary does not discriminate on the basis of race, color, national or ethnic origin, age, gender, gender identity, sexual orientation, or disability.