

Class No.:	
Original Date:	August 1, 2023
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Pay Group:	28

CLASS SPECIFICATION

INSTRUCTIONAL DESIGNER

NATURE AND SCOPE OF WORK

The Instructional Designer will be responsible for supporting faculty by creating engaging, interactive, and effective learning experiences. They will be responsible for working with the subject matter experts and educational developers, and educational technology specialists to help identify the best methods to meet the needs of the learners using evidence-based instructional theory for online (synchronous or asynchronous), blended, or face-to-face courses. This position will enhance the learning experience at Capilano University, while promoting excellence and innovation in supporting teaching and learning. The Instructional Designer will report to the Director, Teaching and Learning.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Collaborate with faculty and subject matter experts to analyze learning needs, design instructional strategies, and develop engaging and interactive learning experiences.
- Apply instructional design principles, adult learning theory, and evidence-based practices to support the design and development of high-quality online, blended, and face-to-face courses and modules.
- Use instructional design models (e.g., ADDIE, SAM) to guide the development process, ensuring systematic and effective course design and development.
- Advise faculty on effective instructional strategies, course organization, and multimedia integration to enhance student engagement and achievement of learning outcomes.
- Conduct needs assessments, learning gap analyses, and evaluations to inform the design and development of instructional materials.
- Research and recommend emerging instructional design methodologies and pedagogical approaches to improve teaching and learning outcomes.
- Stay current with trends and best practices in instructional design, e-learning technologies, accessibility, and universal design for learning (UDL) and share these developments through online and print-based sources.

- Provide training and support to faculty in using educational technologies, learning management systems, and instructional design tools in the form of workshops, programs, and one on one consultations.
- Participate in departmental and institutional initiatives related to curriculum development, instructional innovation, and educational research.
- Work collaboratively as part of a diverse and dynamic group of academic staff and education professionals by providing instructional design expertise.
- Integrate evidence-informed practices in the design, facilitation, and evaluation of workshops, programs, and creation of support resources.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Experience teaching and/or designing multiple online and blended courses in higher education.
- Experience in designing, facilitating, and evaluating workshops, programs, projects, and consultations with a pedagogical focus on blended and online learning.
- Strong ability to lead pedagogical focused projects and initiatives related to online and blended learning, and instructional design within higher education.
- Experienced in designing, developing, and producing educational resources and instructional materials to support blended, online and face-to-face learning environments.
- Strong ability to incorporate instructional design theories and practices, scholarly evidence, and professional experiences into practice.
- Demonstrated experience in developing programming and resources to enable and support the integration of Indigenous ways of teaching and learning in a higher education context.
- Demonstrated experience in engaging with initiatives to foster equity, diversity, and inclusion.
- Proficiency using learning management systems and a variety of learning technologies (including Moodle (eLearn), Zoom, Kaltura, Office 365 and Teams).
- Ability to provide pedagogical support for online, blended, and face-to-face learning environments in a large, interdisciplinary university context.
- Highly skilled in interpersonal and organizational skills, critical thinking, and problem solving.
- Strong written and oral communication skills, including an ability to summarize technical information to a non-technical audience.
- Strong leadership, self-motivation, self-direction, and an ability to work independently and as part of a team.
- Demonstrated commitment to fostering the development of expertise in teaching and learning to promote continuous learning and improvement.
- Proven ability to show initiative and achieve positive results for both individual and collaborative initiatives.

- Ability to perform comfortably in a fast paced, highly complex environment with multiple projects, collaborations, and competing deadlines.
- Knowledge of Capilano University culture, context, and strategic plans would be an asset.
- Enthusiasm and passion for teaching and learning in higher education.

REQUIRED TRAINING AND EXPERIENCE

- Master's degree in Instructional Design, Educational Technology, or a related field.
- Minimum three years of experience in instructional design and development, preferably in a higher education setting.
- Strong knowledge of instructional design principles, adult learning theory, and pedagogical best practices.
- Proficiency in using instructional design models and methodologies, such as ADDIE or SAM.
- Experience designing and developing online, blended, and face-to-face courses using a learning management system (LMS) or course authoring tools.
- Familiarity with multimedia development tools and technologies (e.g., Adobe Creative Suite, Articulate 360, Camtasia, video editing software).
- Knowledge of accessibility standards and guidelines (e.g., WCAG 2.0, AODA) and experience designing accessible learning materials.
- Strong project management skills with the ability to manage multiple projects and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with faculty, subject matter experts, and other stakeholders.
- Demonstrated commitment to diversity, equity, and inclusion in instructional design and learning.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- None.