

**Oregon Child Development Coalition  
JOB DESCRIPTION**

**Position Title:** Instructional Designer  
**Wage/Hour/Status:**  Exempt     Non-Exempt  
**Pay Grade:** 16  
**Reports to:** Director of Program and Staff Development

*Employee's signature of acknowledgment and understanding of this document:*

\_\_\_\_\_ *Name*

\_\_\_\_\_ *Date*

**Position Summary:**

Develops, designs, and evaluates training courses and programs that support OCDC's goals and objectives and employee development. Tracks training results and provides ongoing feedback in order to foster continued employee development and training program improvement. Supports OCDC's training and technical assistance efforts. Ensures consistent approach to all content and assessment development.

**Essential Functions:**

**1. Design and Development**

- Designs and develops training content into a variety of formats (person to person, web-based, distance and E-learning).
- Identifies the appropriate delivery method to enable effective learning.
- Customizes content for specific target audience needs.
- Demonstrates creativity, flexibility and innovation in course design.
- Researches and evaluates training resources and suggests training topics and methods.

**2. Assessment**

- Develops assessments, evaluations, and learning activities to evaluate and ensure overall training effectiveness.
- Provides results to management with recommendations for training or process modification.
- Implements continuous quality improvement for trainings as directed.
- Conducts training needs analysis for specific learner groups to inform design process.

**3. Collaboration**

- Partners with internal and external stakeholders and subject matter experts to assess, develop, design, evaluate and deliver (occasionally) training classes and programs.

- Works with subject matter experts to ensure accuracy of content and quality.

#### **4. Professional Development**

- Attends staff and other meetings.
- Attends conferences, training, and workshops.

#### **5. Other Responsibilities**

- Supports organization and maintenance of department's learning and development resources.
- Maintains confidence and protects program operations by observing strict confidentiality.
- Applies safety practices in all facets of the performance of duties.
- Immediately reports any unsafe or hazardous working conditions and/or any injury.
- Performs other work related or assigned duties within the scope of this project.

#### **Minimum Education and Job Requirements:**

- Bachelors degree in adult education, instructional design or related field (organization development, distance education, etc.), AND
- Three years experience in the development of training for adults in a business or educational environment.

#### **Other Job Requirements:**

1. Ability to pass an agency sponsored physical examination. TB test documented.
2. Ability to travel out of town to attend workshops or training.
3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Must be enrolled in Oregon's Criminal History Registry.

#### **Other Skill Requirements:**

1. Instructional design background including strong knowledge of adult learning theory, learning styles, learner needs, and instructional delivery options (E-learning).
2. Ability to understand complex content and communicate simply and clearly in training design.
3. Ability to incorporate effective, leading-edge instructional approaches in a cost-effective manner and producing measurable results.
4. Ability to communicate effectively, establish credibility and influence stakeholders.
5. Conceptual and strategic thinker, team player, excellent communication skills with coworkers.
6. Exceptional writing skills.
7. Ability to work on multiple projects simultaneously under aggressive deadlines (project management and time management skills).
8. Superior PC skills.

**Other Skill Preferences:**

1. Experience designing trainings for a diverse, multicultural, multilingual learner audience.
2. Experience as a face-to-face trainer with classroom experience.

**Physical Requirements of the Job:**

Please see Physical Job Analysis.

**Job Conditions:**

There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Occasional travel required throughout the state.

**Mental Requirements of the Job:**

Continual interaction with co-workers, parents, and children to provide information. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

*This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties*