Job: IRC9700

Description

Job Title: Educational Specialist, Instructional Designer and Technologist
Location: San Antonio, TX, US

Job Summary

JOB SUMMARY: Provide ongoing instructional design and technical expertise for Center staff in the development of web-based projects and online learning opportunities. Assist designated staff in all phases of online learning. This includes conceptualizing design options, programs, and deploying them online. Assist in monitoring and adjusting module design for maximum school client effectiveness and utilization.

Job Description

POSITION REQUIREMENTS:

JOB KNOWLEDGE
Bachelor’s degree with experience or training in instructional technology required. (Master’s degree with an emphasis in a technology-related field preferred) or a proven record of success. Three years of experience in teaching or in a teacher preparation program.
Knowledge and experience in curriculum design, development and instruction for students and professionals.
Knowledge of various script languages for cross-platform, browser, and device usability preferred.
Knowledge of instructional design standards.
Proficiency and experience in standard productivity software, content management systems, graphics software and multimedia applications.
Proficiency in the delivery of instructional technology in both MAC and PC platforms.
Demonstrated ability to work in a team-based environment.
Demonstrate effective job-related skills that model effective integration of technology.
Demonstrate competence with assisting others to appropriately integrate technology into the curriculum.
Proficiency with standard functions within electronic applications such as MS Office (e.g., word processing, electronic spreadsheets) and e-mail.
Proficiency with computers (PCs and/or MACs) to include desktop management, file management and operations, and working in a network environment.
Exceptions to these requirements will be considered based on exemplary skills, training and record of success.
PRODUCTS/OUTCOMES
Design, develop and maintain web-based learning modules which incorporate multimedia elements (text, hyperlinks, streaming video, flash, audio, database functionality and interactive elements).
Consult with Center staff to align design to project goals.
Translate course or project content and modules into engaged online, interactive learning environments.
Work in collaborative instructional and technical teams to undertake multiple tasks concurrently.
Function as a technical internal liaison in facilitating communications among ESC Staff Video Production and Networking Services to ensure coordination and optimization of quality and effectiveness for online projects and products.
Incorporate a variety of pedagogical technology tools to support increasing levels of online learning engagement and use in support of distance learning component and project goals.
Design and implement data collection systems to continually monitor and evaluate online learning and usage.
Monitor and adjust technology requirements and connection parameters of online learning modules to promote broad use for regional clients and others served by the projects.
Provide and support on-going training in designing web-based instruction for Center staff.

INITIATIVE
Work effectively under a minimum of supervision.
Stay abreast of developments in distance learning, on-line learning and telecommunications represented in the ESC-20 projects.
Take a proactive role in continuous improvement of online learning design.
Exhibit self-motivation, persistence and problem-solving skills necessary to ensure high levels of quality and effectiveness.

COMMUNICATIONS/HUMAN RELATIONS
Establish effective means of Center communication regarding training events, existing resources and technology success related to distance learning/online learning projects.
Team with other Center staff within and outside the Division to share project findings, online templates and data management strategies for common solution to program needs.
Promote open and productive communication with staff in other components of the Center.
Demonstrate effective oral and written communication skills.

SUPERVISION AND ORGANIZATION OF STAFF
None

BUDGET MANAGEMENT
None

ADDITIONAL REQUIREMENTS
Function within policies and administrative procedures of Education Service Center, Region 20.
Accept other responsibilities as assigned.
Comply with the requirements of the ESC-20 Quality
Travel independently to fulfill the responsibility of the position.
Serve at the will of the Executive Director.

Additional Details
How To Apply
Visit the ESC-20 Employment website for online application procedures and FAQs.
Region 20 considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally-protected status. Region 20 does not discriminate in admission or access to, or treatment or employment in, its programs and activities. (Questions regarding Title IX, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act should be referred to the Associate Director, Business and Human Resource Services)

Work Schedule
8:00 AM to 4:30 PM, M-F

Other/Shift Information
Expected Starting Salary Range
Grade 15 - Monthly $4424.00 to $5530.00
Pay Grade Range
Grade 15 - Monthly $4424.00 to $6637.00
Position Available Date (funding availability)
30/Apr/2012

Skills
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<thead>
<tr>
<th>Skill</th>
<th>Minimum Level</th>
<th>Desirability</th>
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<tbody>
<tr>
<td>Instructional Technology</td>
<td>Experience</td>
<td>Required</td>
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<tr>
<td>HTML</td>
<td>Experience</td>
<td>Required</td>
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<tr>
<td>Macromedia Dreamweaver</td>
<td>Advanced</td>
<td>Required</td>
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