

**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:

January 21, 2022

Mission of Position:

The Director of Instructional Design serves as the primary resource for Learning Management System (LMS) end-users and the driver for developing excellence in online teaching and learning across the degree and non-degree programs. The director offers faculty regular training to enhance online pedagogies, serves as liaison with Information Technology (IT) staff, and reviews of the seminary's online courses for increased effectiveness. Furthermore, this position 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 online course development and delivery and disseminating that expertise through faculty development opportunities;
- Contributing to ongoing faculty conversations around learning theory and online course design of synchronous, asynchronous, and hybrid formats;
- Providing initial and ongoing training for the Seminary's teaching faculty to efficiently use LMS in ways that optimize student course performance and helps them to achieve degree program learning goals and outcome while also making efficient use of faculty time;
- Serving as a leader and advocate in the utilization of technological teaching tools;
- Serving as a subject matter expert in instructional design and manages projects that support and enhance the Seminary's academic programs and student engagement;



- Spearheading the development and implementation of a regular review procedure for the Seminary's online courses, using evidence-based benchmarks to ensure that the Seminary's online courses are of consistently high quality;
- Working closely with the Vice President of Academic Affairs and IT Manager to analyze online pedagogical 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 required, PhD or EdD preferred, along with professional certification(s) 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, D2L, etc.) at the teacher and administrator levels;
- Demonstrated ability to train faculty in the major higher education Learning Management Systems;
- Demonstrated expertise in teaching and learning theories, instructional design processes, and strategies for online course development and delivery;
- Fluency with graphic software, web publishing, Panopto, Zoom, video recording and editing software, video recording and editing software are pluses;
- Willingness to uphold the Seminary's "Culture and Commitments" and "Commitment to Engaged Diversity."

Other Duties:

Other duties, responsibilities, and activities as assigned may be added.

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 PhillipsHR@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.