

EDITED KSAPC LISTING

CLASSIFICATION: INSTRUCTIONAL DESIGNER (TECHNOLOGY), CPOST

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of adult learning principles in order to design an effective training package.
K2.	Comprehensive knowledge of effective training methodologies and current delivery techniques (e.g., classroom, webinar, distance learning, video conferencing, blended, m-learning, etc.) to ensure the best method of information transfer.
K3.	Comprehensive knowledge of evaluation techniques (e.g., post training, Kirkpatrick, six months or one year follow-up, etc.) to determine the effectiveness of training curriculum.
K4.	Comprehensive knowledge of criterion reference measurement strategies to establish learner competency.
K5.	Comprehensive knowledge of training needs assessment methodologies to ensure departmental training requirements are met.
K6.	Basic knowledge of applicable, federal, state, and departmental laws, rules, regulations, policies, and procedures to comply with mandates.
K7.	Comprehensive knowledge of instructional systems design methodology to produce training for departmental staff.
K8.	Comprehensive knowledge of project management to ensure completion of assigned projects in an efficient and timely manner.
K9.	Comprehensive knowledge of effective communication techniques to develop quality training-related documents and presentations.
K10.	Comprehensive knowledge of translating concepts visually in the instructional design process by conveying content through images in order to engage the learner.
K11.	Comprehensive knowledge of facilitating distance learning methodologies through webinars, video conferencing, and discussion boards, etc. for the delivery of training to remote locations.
K12.	Basic knowledge of operating camera/video equipment to produce instructional media.
K13.	Comprehensive knowledge of instructor-led training versus e-learning for the purpose of delivering training, given the needs of the audience.
K14.	Comprehensive knowledge of rapid e-learning software (e.g., Articulate Studio, Adobe E-Learning Suite, Lectora, etc.) to develop curriculum for the Department.

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KSAPC Statements	
Ability to:	
A1.	Evaluate instructional objectives and course content, in order to align with instructional methodologies to maximize mastery of subject matter and/or skill development by students.
A2.	Assess training objectives to ensure identified training needs are met.
A3.	Design effective instruction, including course content, incorporating adult learning principles, measuring techniques, advanced technology and multimedia systems to meet training needs.
A4.	Design presentation materials and visual aids to meet training needs.
A5.	Use computer authoring systems to develop courseware for a variety of subjects.
A6.	Use programming languages to develop interactive learning components for a variety of subjects.
A7.	Evaluate a variety of software in order to select the most suitable applications for specific instructional projects.
A8.	Develop and maintain working relationships with others in order to promote collaborative relationships.
A9.	Interpret complex technical information, laws, rules, standards, and procedures to ensure departmental compliance.
A10.	Communicate the concepts of instructional design methodology such as needs assessment, adult learning principles, advanced technology training applications, criterion measurement techniques, and instructional design concepts, to various management levels to ensure understanding of training development process.
A11.	Work independently or as a team member with diverse groups to achieve goals and objectives.
A12.	Use computer applications to design and edit graphics for instructional proposes.
A13.	Consult with subject matter experts to determine training needs.
A14.	Write effective learning objectives and criterion measurements to set expectations and measure knowledge transfer.
A15.	Create concepts to design learning experiences that engage and motivate the learner.
A16.	Prepare written correspondence to Department staff and/or outside agencies to address a variety of topics.
A17.	Multi-task and prioritize workload to meet goals and objectives.
A18.	Facilitate workshops and meetings to accomplish training goals and objectives.
A19.	Convert instructor-led training into the e-learning environment for the purpose of delivering training, given the needs of the audience.
A20.	Develop curriculum for the Department using rapid e-learning software (e.g., Articulate Studio, Adobe E-Learning Suite, Lectora, etc.).

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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KSAPC Statements <i>Ability to:</i>	
A21.	Create visual concepts in the instructional design process for conveying content through images in order to engage the learner.
A22.	Produce (e.g., setup, troubleshooting, test equipment, facilitate, etc.) distance learning through webinars, video conferencing, and discussion boards, etc., for delivering training to remote locations.