

EDITED TASK LISTING

CLASSIFICATION: INSTRUCTIONAL DESIGNER (TECHNOLOGY) CPOST

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

Task Statements	
1.	Design technology-based deliverables (e.g., e-learning, distant learning, simulations, etc.) to produce interactive training for Department staff delivered via classroom instruction, Learning Management System (LMS), computer lab, etc.) utilizing the latest technology (e.g., Sharepoint, LMS, photo/video editing, webinar, graphics software, e-learning, course authoring tools, screen capturing, etc.), as assigned.
2.	Consult with stakeholders to conduct a training needs assessment (e.g., identify the business need of the training, target audience, possible subject matter experts, completion timeframe, resources, etc.) utilizing assessment tools, professional expertise, written and oral communication techniques, as needed.
3.	Complete a needs analysis to determine the specific training needs, and consequences of failure to provide the training utilizing subject matter experts, professional expertise, and written, oral communication techniques; interpret law, regulations, policy, court orders, etc., as required.
4.	Conduct a gap analysis to determine the current status versus ideal outcome in order to identify training deficiencies utilizing subject matter experts, professional expertise, written and oral communication techniques, accepted analytical methodologies, as needed.
5.	Complete task analysis to determine the instructional goals, core tasks and learning objectives of the lesson plan utilizing subject matter experts, professional expertise, and written and oral communication techniques, as needed.
6.	Identify the knowledge, skills, abilities, attitudes, and behaviors necessary to accomplish each core task utilizing subject matter experts, professional expertise, written and oral communication techniques, establish core techniques, class specifications, and duty statements, as needed.
7.	Develop learning objectives and criterion measurements (e.g., test questions, performance-based checklist, learning activities, etc.) that meet standards (e.g., departmental, POST, Correctional Standards Authority, industry standards, etc.), utilizing subject matter experts, professional expertise, and written and oral communication techniques, as required.
8.	Design lesson outline for subject matter experts' review and approval utilizing learning map or storyboards, computer applications, professional expertise, and written and oral communication techniques, as required.
9.	Develop curriculum (e.g., instructor text, participant workbooks, instructional aids, etc.) for department staff utilizing the completed gap and task analyses, computer applications (e.g., desktop publishing, photo/video editing, graphics software, e-learning, course authoring tools, screen capturing, etc.), subject matter experts, professional expertise, and writing techniques, as required.
10.	Design/edit graphics for instructional materials to produce visual aids utilizing computer software (e.g., desktop publishing, photo/video editing, graphics software, etc.), as needed.

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

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11.	Write video scripts to produce videos and/or animation for instructional materials utilizing computer software (e.g., desktop publishing, teleprompting, PowerPoint, etc.), as needed.
12.	Evaluate curricula for instructional integrity to determine training effectiveness utilizing pilots, peer review, third-party evaluation, and stakeholders, as required.
13.	Function as a subject matter expert (e.g., task force work groups, special projects, meetings, etc.) to internal/external stakeholders utilizing professional expertise on instructional design, learning theory, best practices, standards, new technology, trends, etc., as needed.
14.	Prepare written communications (e.g., letters, memoranda, reports, surveys, etc.) to Department staff to address training issues utilizing various computer applications and professional expertise, as necessary.
15.	Facilitate meetings, workshops, and needs assessments for Department staff and/or outside agencies to address training opportunities and trends, utilizing oral and written communication techniques, classroom presentation techniques, etc., as needed.
16.	Provide quality assurance for lesson plans (e.g., instructor text, participant workbook, instructional aids, etc.) to ensure adherence to Department standards (e.g., sound instructional design, instructional strategy, alignment of objectives with content and measurables, appropriate learning activities, design elements, etc.) utilizing a prepared checklist, rubric, instructional design expertise, etc., as needed.
17.	Participate in the planning, coordination, and delivery of miscellaneous training (e.g., team building, leadership, etc.) to ensure Department training needs are met utilizing professional expertise, oral and written communication techniques, as needed.
18.	Mentor unit staff to ensure consistency with instructional design methodology utilizing on-the-job training, professional expertise, internal procedures, and oral and written communication techniques, as needed.
19.	Operate various equipment (e.g., poster printer, CD/DVD/VHS converter, laminator, camera/video/sound equipment, document scanner, etc.) to produce visual aids to enhance the lesson plans, as necessary.
20.	Maintain and update electronic resources (e.g., templates, internal file directory, database, etc.) to ensure uniformity in lesson plan development and provide relevant, reliable and timely information within the Department, utilizing a computer on a daily basis.
21.	Provide consultation services to units and divisions within the Department for lesson development utilizing various electronic applications, professional expertise and oral and written communication techniques, as requested.

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22.	Collaborate with media production staff to create multimedia training content to enhance instructional materials utilizing subject matter experts, professional expertise and written and oral communication techniques, as necessary.
23.	Participate in the hiring process (e.g., conducting interviews, evaluating and recommending applicants) to ensure appointment of qualified candidates utilizing professional expertise, interpersonal and communication skills, as needed.
24.	Serve as a lead person on various special projects and workgroups to achieve operational efficiency utilizing effective leadership skills and tools (e.g., communication, project management, workload tracking/monitoring, etc.), as needed.