



DATE: August 13, 2015

POSITION TITLE: TAACCCT Instructional Designer, *Maine is IT!* Project **Reopened**

SALARY: MEA Administrators Unit Level III

SUMMARY: This grant-funded (through 9/30/17) TAACCCT Round 3 Instructional Designer (ID) works under the supervision of the Grant Project Manager. This position requires a comprehensive working knowledge of the Americans with Disabilities Act (ADA) and Sections 504 and 508 of the Rehabilitation Act of 1973, as well as the Universal Design for Learning (UDL) principles, and Web Content Accessibility Guidelines (WCAG) 2.0. The ID must be experienced with the use of instructional technologies, including learning management systems, multimedia resources to enhance teaching and learning, the development of faculty ADA/UDL/WCAG guidance resources and facilitation of faculty communities of practice. The position will work collaboratively with consortium faculty and Academic Affairs staff from all 7 campuses regarding the development and/or enhancement of instructional materials for online, hybrid and face-to-face courses within the Maine is IT! grant project. The ID will collect and review final versions of grant-funded curricula to ensure it meets the aforementioned laws and guidelines to meet the grant requirements prior to being shared as an Open Educational Resource (OER). Development of guidance resources, professional development and coaching staff across our seven campus cultures are all critical tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following;

- Instructional Designer will provide professional development, actively collaborate with faculty and staff from seven campuses, and oversee the incorporation of ADA/UDL/WCAG in grant funded curricula. Reviews instructional materials with faculty and staff, and assesses its effectiveness.
- This position will coordinate, organize and publicize pro-active practices consortium-wide related to ADA/UDL/WCAG. Develops and provides trainings on the use of instructional technology, assistive technology and multimedia applications can best meet the course goals while providing variability to actively engage learners.
- Evaluates grant funded course content to ensure it will work through compatibility testing of multiple operating systems, web browsers and multimedia plugins. Designs and establishes electronic instructional resources for faculty to use in the creation of future courses.
- Assists faculty with assessment pertaining to use of instructional design materials and the use of Blackboard, e-Learning, Adobe Connect and other technologies that may be employed for assessment.
- Assists faculty with the setup of lectures, support the technology and multimedia needs of online, hybrid, accelerated courses and learning resources; and other activities as assigned.
- Assist the Grant Project Manager with the collection of grant developed curricula and other data to forward to the third-party reviewer and upload to the curriculum repository.
- Work on a team(s) to institutionalize aspects of the grant program that prove most successful.

MINIMUM QUALIFICATIONS: Bachelor's Degree in instructional technology, curriculum development or related field, and minimum of three- five years of related experience and/or training in post-secondary disability services. Direct knowledge of the ADA, Sections 504 and 508 Rehabilitation Act, UDL, WCAG and how they apply to post-secondary education. Experience with data collection, academic learning communities and preferably in a community college setting. Experience with learning management systems, preferably Blackboard and e-Learning. Knowledge of and ability to design instructional materials and applications using instructional software. Understanding of assistive technologies, digital media, educational technology, communications-media or related fields. Experience developing guidance resources and peer-to-peer professional development opportunities.

PREFERRED QUALIFICATIONS: Master's degree in instructional technology, curriculum development or related field 3-5 years experience in post-secondary disability services, education or related experience in these areas within MCCS. Evidence of active participation in and/or facilitation of professional community of practice.

TO APPLY: ***This position will remain open until filled***, however, in order to receive full consideration, please send a completed CMCC employment application available at www.cmcc.edu, a cover letter, a resume and provide three references by **August 27, 2015** to:

Todd Crossley
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This position is paid for by a \$13 million grant from the U.S. Department of Labor, Employment and Training Administration. Central Maine Community College is an equal opportunity/affirmative action institution and employer. Adaptive equipment is available upon request. For more information, please call (207) 755-5233.