



Achieving the Dream™

Instructional Designer

Job Description

Job Overview

This position supports and strengthens Achieving the Dream's network impact through the design of high-quality learning experiences and engagement activities. This individual works across ATD departments with subject matter experts to develop learning objectives, conduct needs assessments, and design and deliver innovative and interactive courses and curricula. The Instructional Designer aligns practices, activities and assessments to ensure that learners receive targeted and timely feedback. The Instructional Designer also ensures that ATD designs learning experiences from the user perspective that are engaging and impactful, and fosters a culture of continuous improvement.

Responsibilities and Deliverables/Job Duties

Work collaboratively with colleagues to analyze instructional outcomes and provide expertise in the planning, development and delivery of high quality online and in-person learning experiences.

- Align methodologies and tools to be used to achieve desired learning outcomes for ATD's colleges and coaches.
- Develop learning objectives and structure learning activities that will foster engaging online and in-person interactions.
- Write effective instructional text, including audio and video scripts, and create effective visual aids in collaboration with subject matter experts.
- Devise and implement methods of assessment to measure the effectiveness of courses and other learning opportunities.
- Maximize the purposeful use of Canvas (ATD's Learning Management System (LMS)), and other e-learning development tools as part of course development.
- Assist staff in leveraging the LMS technology through trainings and the creation of supporting documentation.
- Plan and manage course design and development projects.

Skills/Qualifications/Experience

- Bachelor's degree in instructional design/development, education, educational technology or equivalent field; Master's degree or equivalent preferred.
- Minimum five years of instructional design experience in developing online learning experiences, including experience with learning management systems and related tools; experience with Canvas in a community college setting preferred.



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- Background in accessibility, usability and experience design.
- Background in information design and communications.
- Background in instructional design models, strategies and best practices.
- High-level project management skills including problem-solving abilities, facilitation, analytical thinking, and ability to drive to resolution.
- Basic knowledge of streaming audio and video, and file types and formats.
- Strong oral and written communication skills.
- Ability to train one-on-one and in a group setting.
- Ability to work productively in both team and independent settings.
- Must be self-motivated and disciplined, with capacity to be highly productive and able to work on multiple priorities in a fast-paced, dynamic environment and within time constraints.

Key Competencies

Collaboration: Demonstrates respect, humility and willingness to collaborate when seeking to understand others and making decisions.

Effective Communication: Ability to actively listen and thoughtfully question in order to create greater understanding and to offer insights that advance problem-solving.

Learning Orientation: Embraces challenges, new ideas and different perspectives as an opportunity to learn; continually seeks out and applies new learning to activate change or improvements.

Position Details

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| Position Type: | Full-Time |
| Salary Grade: | 6 |
| Starting Salary: | \$69,000 - \$75,000 per annum |
| Reports To: | Director Data, Technology and Analytics |
| Work Location: | Silver Spring, MD, or virtual |
| Travel: | Minimal |

November 2, 2018

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~ EMPLOYMENT IS CONTINGENT ON A CANDIDATE'S SUCCESSFUL COMPLETION OF A BACKGROUND CHECK ~