



## Instructional Systems Designer III

### Job Summary

The Instructional Systems Designer III (ISD III) is responsible for developing training support materials and products, including analysis reports, design documents, instructional content, and courseware (according to the analysis, design, development, and evaluation phases of the ADDIE instructional design model). The ISD III may serve as a task lead and/or supervise junior-level ISDs and/or HPTs.

### Job Description

#### Key Responsibilities

- Conducts front-end training analyses, such as job and task analyses, needs assessments, gap analyses, and learner assessments.
- Creates job and task analysis reports to document the findings of front-end analyses.
- Creates course design documents.
- Communicates with Subject Matter Experts (SMEs) and clients throughout the development of training products.
- Develops and approves Terminal Learning Objectives (TLOs) and Enabling Learning Objectives (ELOs) from client-provided content, analysis reports, and/or other goals.
- Develops and approves course outlines, style guides, and other design guidance documents.
- Designs and develops lesson plans and course content following accepted instructional design methods.
- Designs, develops, conducts, and oversees train-the-trainer courses.
- Creates and approves storyboards for web-based training and virtual instructor-led training (VILT).
- Designs and develops instructional materials such as job aids, manuals, and infographics.
- Works collaboratively with graphic and audio/visual artists to design and develop multimedia.
- Leads and collaborates with artists to design Graphical User Interfaces (GUIs).
- Creates assessment questions that correlate to the learning objectives.
- Creates and reviews student reaction evaluations.
- Measures and evaluates effectiveness of training.
- May supervise team members, including instructional systems designers, human performance technologists, artists, and programmers.
- May serve as Task Lead for assigned projects, working closely with Project Manager to create course development schedules and ensure all deadlines are met.
- Reviews work produced by junior-level ISDs for quality and provides effective feedback for growth and improvement.
- Organizes and conducts team meetings.
- May serve as project task lead providing oversight for all execution tasks for each team member.



### **Minimum Qualifications**

- Bachelor's Degree in Instructional Design, Curriculum Design, Educational Psychology, or other related field with 8+ years of experience in Instructional Design or other related fields, OR
- Master's Degree in Instructional Design, Curriculum Design, Educational Psychology, or other related field with 6+ years of experience in Instructional Design or other related fields.
- Demonstrated team leadership experience.
- Proficiency in MS Word, Excel, PowerPoint, and Outlook.
- Demonstrated proficiency with storyboarding in tools such as Word, PowerPoint, etc.
- Strong written and verbal communication skills with a solid grasp of English grammar and usage.
- Ability to work collaboratively with others.
- Ability to work independently and provide supervision and guidance to junior team members.
- Ability to pass a background check and drug screen.

### **Preferred Qualifications**

- Proficiency with Adobe Connect, WebEx, Microsoft Lync, or other web conferencing tools.
- Proficiency with Captivate, Lectora, Articulate, or other eLearning authoring tools.
- Proficiency with Adobe Photoshop, Illustrator, or other graphic editing tools.