



## Instructional Design and Support Specialist (part-time)

Apply below. Application deadline is March 9, 2018.

### PRIMARY OBJECTIVE OF POSITION

To support JVLA teachers and staff in the design and development of content, assessments, and experiences to maximize student effort and knowledge acquisition, and heighten teacher impact.

### GENERAL DETAILS OF POSITION

- This is a part-time position requiring a commitment of approximately 25 hours per week. The work schedule is quite flexible and included a two-week break at Christmas and two additional weeks of vacation throughout the year.
- JVLA is a virtual organization with no formal office. Staff and teachers work independently and remotely.
- Reports to the Chief Academic Officer.
- Travel is infrequent though necessary.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintain a strong professional understanding of online learning, pedagogical theory and best practices, learning theory, and instructional design theories, practice and methods.
- Master JVLA's learning management system (Moodle) and associated tools.
- Explore and vet new educational technology tools and trends as needed.

Work with JVLA leadership to:

- Contribute to the evolution of JVLA's established framework of learning design, specifically in the areas of engagement, communication, and assessment – the *JVLA Way*.
- Establish clear minimum course design expectations related to the *JVLA Way*.
- Design and conduct instructional research and analysis.
- Design and maintain systems and file structures to enhance organizational efficiencies, institutional memory, staff and teacher collaboration, and responsiveness to member schools.

Work with JVLA teachers to:

- Continually advocate for the intentional implementation of the *JVLA Way*.
- Clarify instructional goals and objectives, and create content and strategies that match them.
- Decide on the criteria used to judge learners' performance and develop assessment instruments.
- Visualize an appropriate course design and student/user interface, insuring minimum expectations are met.
- Explore new ways of online/hybrid teaching. Design and implement appropriate data systems and assessments to evaluate efficacy.
- Troubleshoot.

### *EDUCATIONAL REQUIREMENTS*

Bachelor's degree in education or Bachelor's degree in instruction design or a related field

### *EXPERIENCE REQUIREMENTS*

#### Required

- Three years teaching at the high school level OR two years previous instructional design experience in secondary or higher education.
- Online learning experience as a teacher (preferred) or student.

#### Preferred

- Experience using Backward Design in lesson and curriculum planning.
- Experience working in a Jesuit or Catholic school.

#### Nice to have

- Experience with Ignatian Pedagogical Paradigm.
- Familiarity with Ignatian Spirituality.

### *SKILLS REQUIREMENTS*

JVLA's organizational ethos is that of servant-leader. By providing leadership in online and blended learning, we work behind the scenes to complement and magnify the efforts of our member schools. To that end, the ideal candidate will be creative, organized, independent, and friendly. He/She will be a good listener, collaborator, analyzer, writer, and problem-solver. Lastly, the candidate will possess a desire to serve.

#### Technical Skills

- Experience using a learning management system – preferably Moodle
- Web design and/or online content authoring
- Basic HTML programming (Preferred)
- Web conferencing tools (Preferred)

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as appropriate. This document does not represent a contract of employment, and JVLA reserves the right to change this job description and/or assign tasks for the employee to perform as appropriate.

**APPLY HERE.**