

DIRECTOR OF INSTRUCTIONAL DEVELOPMENT - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Dean of Academic Affairs, an incumbent of this position is responsible for assisting in the planning, implementation and validation of systematically developed courses of study; working closely with individual faculty and groups of faculty in order to develop more effective instructional methods; coordinating the integration of instructional activities with the Division of Instructional and Learning Resources.

EXAMPLES OF WORK: (Illustrative Only)

Consults with and assists individual faculty members and faculty groups in their efforts to develop more effective instructional methods, both in and out of the classroom;

Works with individual faculty members and faculty teams in order to better utilize instructional systems techniques which address appropriate learning styles and which integrate instructional development activities with the Division of Instructional and Learning Resources;

Advises division and department chairpersons in the evaluation of all instructional programs and individual courses;

Plans and conducts pre-service training experiences for new faculty;

Assists the dean and division chairpersons in the review of faculty proposals for release-time projects, new courses, and for state and federal funding;

Assists individual faculty members and faculty teams in the reviewing and the critiquing of course descriptions, learning objectives and course syllabi.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of pedagogy especially in the areas of curricula and instructional development; thorough knowledge of instructional systems and methods; good knowledge of staff development techniques; good knowledge of criteria for the state and federal educational programs and grants; ability to systematically develop and implement appropriate courses of study and instruction methods; ability to coordinate and integrate instructional activities with the Division of Instructional and Learning Resources; ability to apply instructional techniques and criteria; ability to establish and maintain effective working relationships with the dean, division chairpersons, and faculty; ability to plan and conduct staff development workshops and pre-service training experiences; integrity; tact; good judgment; loyalty; maturity; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree* in teaching, including courses in preparation in instructional and curriculum development and 5 years of experience in instructional and curriculum development; or (b) graduation from a recognized college or university with a Master's Degree* in Education including courses as indicated in (a) and 3 years of experience as indicated under (a); or (c) any satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

J. C.: Unclassified

Job Group: XIV

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