

ROLE OVERVIEW

Job Title	Instructional Designer I	FSLA Status	Hourly Non-Exempt
Department	Operations	Base Range	
Reports To	Operations Manager	Last Amended	January 2023

DESCRIPTION

An Instructional Designer I (ID I) uses learning theory, design best practices, writing skills, creativity, and performance improvement techniques to create customized training solutions for clients, including job aids, training plans, curriculum maps, instructor-led training, eLearning, and/or blended training that solves client knowledge and skills gaps. An ID should be able to successfully identify scope creep, ensuring that projects remain within agreed-upon assumptions and scope. They must work successfully with client subject matter experts, project managers, and sponsors at all levels of a client organization to create deliverables that meet client needs and expectations.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Instructional Design, Instructional Technology, or a related field
- A minimum of five years of experience

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Instructional Design, Instructional Technology, or a related field
- A minimum of seven years of experience

PREFERRED CERTIFICATIONS

- ATD Certified Professional in Talent Development (CPLP)

SOFTWARE AND EQUIPMENT SKILLS

- Microsoft Office Suite (Word, PowerPoint, etc.)
- Articulate Storyline or Adobe Captivate
- SnagIt or Adobe Photoshop

OUTPUTS

The Instructional Designer is responsible for producing these quality outputs.

- Analysis Report
- Design Document
- Prototype
- Storyboard
- Published eLearning course
- Facilitator Guide
- Participant Guide

PERFORMANCE PROFILE

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PERFORMANCE PROFILE

OUTPUT AND STANDARDS
<p>Grilled Cheese Sandwich</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

DIFFICULTY
<p><input type="checkbox"/> most difficult</p> <p><input type="checkbox"/> moderate difficulty</p> <p><input type="checkbox"/> difficult</p> <p><input checked="" type="checkbox"/> low difficulty</p>
MEASURES
<p><input type="checkbox"/> Time from order to plate</p>

BUSINESS RESULTS
<ul style="list-style-type: none"> <input type="checkbox"/> Customer satisfaction <input type="checkbox"/> Profits

PROCESSES INVOLVED
<ul style="list-style-type: none"> <input type="checkbox"/> Food preparation <input type="checkbox"/> Cooking <input type="checkbox"/> Plating

INTERACTIONS [WHO AND WHAT]
<ul style="list-style-type: none"> <input type="checkbox"/> Prep Cook <input type="checkbox"/> Kitchen Manager <input type="checkbox"/> Server <input type="checkbox"/> Order system

KEY TASKS
<p>Trigger: Order ticket received.</p>

BEST PRACTICES
<ul style="list-style-type: none"> <input type="checkbox"/> Butter the bread so there aren't any clumps of butter. <input type="checkbox"/> Wet the knife before cutting the sandwich. <input type="checkbox"/> Use the large spatula to flip the sandwich.

ENVIRONMENT
<p>Expectations are set by:</p> <p>Feedback is provided by:</p> <p>Tools and resources:</p> <p>Incentives include:</p>

INDIVIDUAL
<ul style="list-style-type: none"> <input type="checkbox"/> Can stand on their feet for long periods of time <input type="checkbox"/> Has good attention to detail <input type="checkbox"/> Takes pride in their work <input type="checkbox"/> Is motivated by client satisfaction

SKILLS AND KNOWLEDGE	GAINED THROUGH
Using a commercial grill	<input type="checkbox"/> On-the-job training
Following a recipe	<input type="checkbox"/> On-the-job training