Instructional Designer

Description

Background:
Seeking an instructional Designer who has the experience, skill, and ability to update an existing e-course, develop a new e-course as well.

Minimum Education:
Bachelor's degree is required.

Functional Responsibility:

PLANNING

- Review existing e-course content (Word documents and SCORM files), desired revisions (Word document), and delivery systems to understand the scope for the e-course. Will also review the sources and background material referenced in the training content.
- Facilitate a teleconference meeting with a workgroup to answer questions about the training content and desired revisions and identify additional changes to the existing e-course.

E-COURSE MATERIALS DEVELOPMENT

- Put together a draft storyboard (or similar blueprint design) for review that details how the updated content, graphics, and activities will be displayed in the e-course. This document must be in Word (or similar) format that allows reviewers to make changes and comments.
- Incorporate any corrections, changes or updates identified by reviewers on the draft storyboard into a final storyboard for review.
- Update the current e-course materials using appropriate e-course systems, designs, and content. This will include but may not be limited to graphic user interface, narration, participant interactions, visual aids and simulations, activities, module exams or other checkpoints, transcript documentation by the learner, foundational elements, additional resource links, and audio, video, and graphics features. Materials must be both SCORM and AICC compliant and meet all federal accessibility standards, including 508-compliance.

E-COURSE MATERIALS TESTING AND DELIVERY

- Conduct usability testing allowing users to test the full functionality of the course, including content, activities, multi-media options and assessments. Incorporate any corrections, changes or updates identified during Beta testing.
- Prepare guidance on how to make future edits to content and other typical maintenance which may be required on the e-course. Hold a webinar training session (e.g. WebEx, GoTo Meeting) showing how to make these changes, along with written instructions.

The same responsibilities will be required for the new e-course as well.

Other requirements:

- National Criminal History Check (NCHC)

Employment Type
Full Time

Job Location
Washington DC

Working Hours
First shift

Date posted
September 4, 2018

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