



JOB DESCRIPTION

JOB TITLE: Instructional Methodologist	FLSA: Exempt Security Sensitive: Yes
Department: Title V Grant	Date: 07/17/2018
Security Sensitive: Yes	Grade: C-43
Reports To: Title V Project Director	

Job Summary:

The Title V Instructional Methodologist reports to the Title V Project Director and has responsibility for developing and offering professional development in active learning instructional methods for higher education.

Essential Functions

- Works with constituent groups to identify, prioritize, and implement faculty professional development needs specific to active learning instructional strategies;
- Oversees and coordinates a professional development program for Galveston College Instruction;
- Develops and implements a communication plan to engage constituent groups in professional development activities/program;
- Assesses the efficacy of the professional development activities/program on a continuous basis;
- Develops and provides professional development in active learning instructional methods;
- Develops and provides teaching demonstrations of active learning instructional methods;
- Collaborates with the Instructional Technologist to incorporate instructional technology with active learning instructional strategies to support project pilots;
- Assists and supports faculty in redesigning courses to incorporate new instructional technologies and active learning instructional strategies;
- Oversees project pilots of redesigned courses;
- Assists Pathways Advising Specialist in aligning new pathways advising system with redesigned courses;
- Assists Project Director in project evaluation and data-supported initiatives;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

Minimum Education, Skills and Abilities

- A Master’s Degree in education, curriculum and instruction, higher education, or a closely related field;
- Three years of experience in higher education course development/instruction;
- Knowledge of best practices in higher education instruction;
- Expertise in active learning instructional strategies for higher education;
- Experience in developing and providing faculty training or professional development;
- Strong communication and organizational skills;
- Ability to work within a team environment using collaborative approaches;
- Ability to foster partnerships to promote quality in education.

Preferred Education, Skills and Abilities

- Experience developing or coordinating a professional development program or initiative for higher education;
- Experience using instructional technologies as part of active learning practices in higher education;
- Experience conducting evaluation or research on the effectiveness of educational interventions;
- Demonstrated ability to encourage and support the piloting of evidence-based instructional tools, strategies, and practices by faculty within a specific program or department.

Work Environment / Physical Requirements

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions;
- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical activities.

Special Requirements

- Subject to a criminal background check prior to employment;
- This is a grant-funded five-year project. Employment is contingent upon funding.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? YES / NO

Signature

Date