

CURRICULUM DEVELOPER

Job Description/ Specification

(As-Needed/ Temporary Assignment)

BASIC FUNCTIONS

Designs and develops curriculum content, training materials, training modules, teaching aids, and manages all aspects of curriculum development programs to include, but not limited to: technical skills, management and leadership development, safety and new technology in transportation operations systems and maintenance. This individual will develop curriculum to be used by the training facilitators and/or instructors and training participants.

This individual is expected to work with the Los Angeles County Metropolitan Transportation Authority's Organizational Development and Training personnel, Metro University Working Group and the external business partners to illicit their expertise and input to ensure accuracy and standardization of all training materials and content.

This individual will be expected to deliver accurate, high-quality documentation within a specified deadline and timeline and will work with web-based media. The Curriculum Developer will utilize adult learning principles to develop all instructional materials.

STATUS

THIS IS A DOT/ FTA GRANT FUNDED POSITION.

6 Months – Exempt (some early morning, nights and weekend work hours).

The curriculum developer may be required to split their time between Bus, Rail and Maintenance.

DUTIES & RESPONSIBILITIES

This position plans, manages and coordinates activities for the Bus, Rail, and Maintenance training and development areas. In addition, this position will manage day-to-day design/ development, implementation, execution and maintenance of the on-line delivery of those programs.

Manage all aspects of new curriculum development programs/ projects which include:

- Manage multiple program development projects simultaneously by prioritizing project deadlines. Tracks program development life cycles; ensures that any problems are addressed, escalated when needed, and resolved quickly.
- Manage and communicates with off-site development and support resources, including publishers and development vendors, to ensure successful implementation of projects.
- Manage, create and maintain setup documentation for compliance and accreditation purposes for all programs. This includes program binders, syllabi, textbooks, etc.

- Provides input to Course Catalog to reflect new/ revised program information.
- Collaborate with the Instructional Designer develop and review proposed project efforts to determine scope, key milestones, timeframe.
- Partner with the Instructional Designer to evaluate and update existing courses. This includes:
 - Develop and formalize a robust quality assurance review process of all existing and new training programs
 - Manage and conduct quality assurance reviews of all online programs with project managers.
 - Establish a process to review and include feedback from end of course surveys, and student evaluations into the quality assurance and course maintenance processes.
 - Establish a systematic approach to obtain and review assignments and assessments across cohorts.
 - Manage relationships with publishers to ensure textbook edition changes and learning resources are appropriately reflected in course updates.
 - Perform other duties as assigned.
 - Work collaboratively across functional areas to manage and coordinate new program launches.
- Provide program/ project support to METRO University, LACCD and LATTC project managers.
- Work with METRO University Project Manager and Assistant Project Manager to manage all aspects of curriculum development projects; requirements and prioritization, develop testing, documentation, implementation and support.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Curriculum Development, Education, Organizational Development or business required (Master's Degree preferred).
- Adult learning principles and concepts. ***For applicants with transit related field experience:*** Associate Degree in Transportation related field and six years (minimum) verifiable work experience in the transit industry.
- Comprehensive knowledge of current instructional theories and principles applicable to both online and instructor-led learning programs.
- Development of creative and engaging training materials for an adult audience, in a variety of formats and media as well as storyboarding and user guides.
- Minimum 3 three years demonstrated proficiency in designing, building and deploying instructor e-learning modules using real-time technology
- Experience with multimedia and web design technologies including video conferencing/ webinar technologies
- Comprehensive understanding of SCORM and other usability standards, as well as user interface design methodologies
- Advanced to intermediate computer experience and proficiency in Microsoft Office 2003, 2007, 2010, and shared point, etc.)
- Lead responsibility on significant course development projects for which instructional systems design and evaluation methodologies were used.

DESIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

- Knowledgeable and functional in technical writing, including consistent and correct use of tense, grammar/ spelling and terminology that is interesting and varied.
- Ability to manage multiple tasks in a dynamic, deadline-driven environment.
- Good organization skills and time management skills; ability to be flexible and solve problems.
- Certificate in instructional technology or other learning disciplines
- Strong proof-reading skills to produce error-free documents.
- Ability to communicate through verbal and written means with individuals, small groups and in front of large audiences at all levels of the organization.
- Knowledgeable and experienced in applying adult learning principles.

- Utilizes the ADDIE (Analyze, Design, Develop, Implement and Evaluate) Model when designing and developing curriculum materials.
- Ability to ask appropriate questions, probe for understanding, and work in collaboration with others to achieve desired results.
- Proficient knowledge of recognized desktop publishing applications including layout and design (e.g. Quark, Publisher, In-Design, Photoshop, Illustrator).
- Intermediate to advance knowledge of Microsoft Office 2003, 2007 & 2010; Microsoft SharePoint.
- Familiar with Oracle.
- Skilled in the use of recognized web-authoring applications (e.g. Lectora, Flash, Camtasia, Adobe Presenter, Articulate, Adobe Premier, Captivate, Flash, etc.) and is SCORM compliant.
- Ability to produce learning materials to include facilitator/instructor and participant manuals
- Experience creating instructional materials for the adult learner (transportation experience preferred)
- Ability to deal effectively with obstacles to progress in order to maintain project momentum.
- Smart Board Technology System (preferred)

SALARY

Dependent on qualifications

SELECTION PROCEDURE

Application Screening, Appraisal Interview

APPLICATION PROCEDURE

Please submit your resume, a letter of interest, and two samples of your most recent final work as a Curriculum Developer, immediately to:

Marion Jane Colston

Director of Strategic and Organizational Planning

Los Angeles County Metropolitan Transportation Authority

One Gateway Plaza, Mail Stop 99-04-6

Telephone: For any questions and assistance please call Dilara Rodriguez at (213) 922-7113.

Position is open for one week from date of posting.