INSTRUCTIONAL DESIGNER
Job Description/Specification
(As-Needed/Temporary Assignment)

BASIC FUNCTIONS
Design, plan, write and update all training curriculum modules and materials relative to bus, rail and maintenance operational areas including, but not limited to: developing learning objectives that align with existing/new transportation operations systems and technical areas. This position will be required to work with Key Subject Matter Experts (KSME’s) to determine and identify content for the frontline employee, managers/supervisors, and maintenance transportation technical areas and leadership development areas.

This individual will develop curriculum, participant, facilitator and/or instructor training manuals and teaching aids, etc. 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 position will be expected to deliver accurate, high-quality curriculum documentation within a specified deadline and timeline and will work with web-based media. The Instructional Designer will utilize adult learning principles to develop all instructional materials utilized as apart of this program/project.

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 the instructional design process which includes and not limited to:

- Assessment, Design, Development, Implementation, Evaluation (ADDIE) and maintenance of curriculum, including:
  - Materials
  - Learning objectives
  - Assessments (e.g., quizzes, examinations)
  - Study aids (e.g., outlines, guides)
  - Delivery styles (e.g., interactive or real-time delivery and videos, etc.)
- Design and development of training content for delivery via multiple mediums to include: instructor led, paper-based, and online
- Ability to manage the design and development of multiple simultaneous projects
- Assist, manage, and develop instructional materials that inter-face with the various or existing Learning Management Systems (LMS) as a primary tool for instruction
- Establish and maintain relationships with Key Subject Matter Experts (KSME) at all levels within and outside the organization
- Maintain, produce and quality-assure training material
- Work with LACMTA, LACCD and LATTC’s Sr. Departmental Systems Analyst and/or IT personnel
- Develop training programs (including computer based) that are appropriate for targeted audiences and incorporate varied instructional design and delivery techniques.
- Develop materials and scripts that clearly communicate relevant information to both the participant and the facilitator (i.e. questionnaires, interviews, simulation scenarios, observation checklists, and performance checklists, etc.)
- Produce learning materials, including facilitator guides, participant workbooks and related materials such as PowerPoint, classroom activities, program evaluation tools and job aide using varied delivery media.
- Provide complete electronic training materials.
- Conduct or facilitate pilot training sessions when required

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Curriculum Development, Education, Organizational Development or business required (Master’s Degree preferred) from a
For applicants with transit related field experience: Associate Degree in Transportation related field and six years (minimum) verifiable work experience in the transit industry.

- 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.
- Adult learning principles and concepts.
- 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.
- 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.
- 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 lay-out and design (e.g. Quark, Publisher, In-Design, Photoshop, Illustrator).
- Intermediate to advance knowledge of Microsoft Office 2003, 2007 & 2010 and Share Point software programs
- Familiar with various Oracle based products and systems.
- 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
- Ability to deal effectively with obstacles to progress in order to maintain project momentum.

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.