Instructional Designer

higheredjobs.com/search/details.cfm



Role Code: 01126-SW

FLSA: Exempt

Pay Band: 00

Position Number: 298FA045

Agency: Laurel Ridge Community College

Agency/Division

Laurel Ridge Community College (Div)
Work Location

Frederick - 069
Hiring Range: The hiring range for this position is $65,571-$130,025 per year, however, actual starting salary will commensurate with education and/or experience

Emergency/Essential Personnel: No

EEO Category: B-Professional

Full Time or Part Time: Full Time

Does this position have telework options? -Telework options are subject to change based on business needs-

Yes
Does this position have a bilingual or multilingual skill requirement or preference?

No
Work Schedule: Monday through Friday, 8am-5pm with some nights/weekends as needed to support the programs.

Sensitive Position: No

Job Description

The Instructional Designer supports instructional excellence and student success by partnering with faculty and academic units to design, develop, and enhance engaging, accessible, and high-quality courses across all delivery modalities (face- to-face, hybrid, HyFlex, and online). Reporting to the Director of the Center for Excellence and Innovation in Teaching and Learning (CEITL), this position provides expertise in andragogy, pedagogy, and educational technology, promotes the

application of Universal Design for Learning (UDL) principles, and ensures compliance with ADA and Section 508 accessibility standards.

The Instructional Designer plays a key role in faculty professional development by leading workshops, consultations, and individualized coaching on course design, effective teaching practices, and the innovative use of instructional technologies, including AI tools. The position also contributes to the administration and support of the College's Learning Management System (Canvas), collaborating with faculty, staff, and IT to ensure smooth system operation and meaningful technology integration that enhances teaching and learning.

This is a 12-month professional faculty position requiring on-site presence, with occasional travel to various college locations. Limited telework options may be available as determined by the supervisor.

Special Assignments

May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

KSA's/Required Qualifications

- Apply recognized instructional design models (e.g. ADDIE, Backward Design) and adult learning theories to create measurable learning outcomes.

- Demonstrate working knowledge of online pedagogy, inclusive teaching strategies, and Universal Design for Learning (UDL).
- Proficiency and willingness to learn multimedia design tools, web-based authoring platforms, and productivity applications (e.g. Google Workspace, Microsoft Office, Articulate, Adobe Creative Suite).
- Ability to work independently and collaboratively, building strong, productive partnerships with faculty and staff while providing timely, customer-focused support.
- Strong communication, organizational, and project management skills, including managing multiple projects, priorities, and meeting deadlines.
- Adaptable to new technologies, institutional priorities, and emerging trends in teaching and learning.

Education/Experience

- Master's degree or higher from a regionally accredited institution in a field related to teaching, learning, educational technology, higher education, or a closely related field; or combination of education (minimum of Master's degree required) and professional experience demonstrating competency in instructional design and technology
- Professional experience in instructional design, educational technology, or faculty support in higher education, training, or related fields.
- Advanced proficiency with learning management systems (LMS) such as Canvas, including course creation, organization, deployment, user support, and basic troubleshooting.

Compensation and Benefits

The hiring range for this position is $65,571.00 - $130,025.00 per year, however, actual starting salary will commensurate with education and/or experience. The position is an administrative role and as such is eligible for the benefits package offered by the Commonwealth of Virginia for state agencies and the Virginia Community College System. For more information, please visit www.dhrm.virginia.gov and www.vccs.edu.

Telework

According to **DHRM policy 1.61 Teleworking**, effective July 5, 2022, Virginia state employees will return to the workplace. Consistent with pre-pandemic policies, telework may be an option for certain eligible positions. Eligible positions are determined by the type of work and job requirements of the position, as defined by heads of agencies.

Click here to learn about Laurel Ridge Community College.

Laurel Ridge Community College is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities, and veterans. In compliance with the Americans with Disabilities Act (ADA), Laurel Ridge will

provide, if requested, reasonable accommodation to applicants in order to provide access to the application, interviewing, and selection process. Please email **eeo@laurelridge.edu** for further information.

Sponsorship of an employee's work authorization takes time and requires an ongoing financial investment. Therefore, Laurel Ridge Community College does not have funding to sponsor potential employees in the US on a work visa. We consistently follow this funding model to ensure our practices are not discriminatory. Exceptions would require approval from the college president.

Laurel Ridge Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. While honoring bona fide occupational exceptions as needed, the college shall promote and maintain equal employment and educational opportunities without regard to race, color, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth, or related medical conditions including lactation, age, status as a veteran, national origin, or other non-merit factors. The college also promotes a safe working environment and prohibits sexual misconduct, including sexual violence and harassment. **Know your rights!**

Additional Considerations

PREFERRED CRITERIA:

- Two or more years of postsecondary teaching experience, preferably including online teaching and/or community college settings.
- Experience supporting faculty in course design, instructional technology integration, and professional development.
- Experience creating multimedia learning materials (video, interactive modules, graphics, or other media)
- Professional Certification or demonstrated experience applying quality and accessibility frameworks (Quality Matters ™, OSCQR, VCCS EDLT, Universal Design for Learning).

Demonstrated engagement in the field through conference presentations, applied research, or professional development activities.

May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.
Operation of a State Vehicle: Yes

Supervises Employees: No

Required Travel

Travel as per any required duties of the position, such as to sites/campuses and any training. Ability to cover assignments throughout the college service region as necessary for the job is

required.
Posting Number: FAC_1795P

Recruitment Type: General Public - G

Number of Vacancies: 1

Job Close Date: 01/11/2026

Contact Name: Melissa Shaffer-Reyes

Email: mshaffer-reyes@laurelridge.edu

Special Instructions to Applicants

Upload cover letter (this is optional, but recommended) and resume (this is optional, but recommended) and unofficial transcripts (this is optional for all positions except faculty, clinical instructors and tutors). Reference checks, background screenings, and eVerify are required for all Laurel Ridge positions. Satisfactory reference, background screenings are a condition of employment.

Background Check Statement Disclaimer

The selected candidate's offer is contingent upon the successful completion of a criminal background investigation, which may include: fingerprint checks, local agency checks, employment verification, verification of education, credit checks (relevant to employment). Additionally, selected candidates may be required to complete the Commonwealth's Statement of Economic Interest. For more information, please follow this link: http://ethics.dls.virginia.gov/

EEO Statement

The Virginia Community College System (VCCS) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors.

ADA Statement

The Virginia Community College System (VCCS) is an Equal Employment Opportunity employer and complies with the Americans with Disabilities Acts (ADA and ADAAA), to provide, reasonable accommodation to applicants in need of access to the application, interviewing, and selection processes when requested.

E-Verify Statement

VCCS uses E-Verify to check employee eligibility to work in the United States. You will be required to complete an I-9 form and provide documentation of your identity for employment purposes.

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