Curriculum Developer/Instructional Designer
JOB DESCRIPTION

FLSA Status: Exempt
Salary Grade: $70,000
Reports to: Transition Manager
Position Status: Full-time
Location: Sacramento, California

Umoja is a community of educators and learners committed to the academic success, personal growth and self-actualization of African American and other students. The Umoja Community seeks to educate the whole student–body, mind and spirit. Informed by an ethic of love and its vital power, the Umoja Community will deliberately engage students as full participants in the construction of knowledge and critical thought. The Umoja Community seeks to help students experience themselves as valuable and worthy of an education.

Umoja Community is currently seeking an Curriculum Developer/Instructional Designer to facilitate the design process for effective, quality instruction, and providing pedagogical and curricular consultation for course development. The Instructional Designer works closely with faculty and subject matter experts (SMEs), researching and incorporating current pedagogy, proven instructional strategies, and quality measures into the curriculum. Efforts are based on best practices and Umoja Community established philosophy and approach, as well as applying data collection and analysis to all instructional design projects.

KEY JOB RESPONSIBILITIES
- Cultivates close, collaborative, and professional working relationships with faculty, staff, and administrators in Umoja Programs.
- Must provide expert advice and leadership to subject matter experts (SMEs), faculty, and peers on course design and engagement to translate learning objectives into high-impact learning designs across multiple modalities integrating the appropriate Bloom's taxonomy and effective practices.
- Work collaboratively with the content development team to gain recommendations on innovative approaches, strategies, and technologies to solve instructional problems.
- Adhere to Umoja Community established philosophy and procedures with all course designs and redesigns.
- Provides insight and expertise from educational theory, research and data on serving African American students, and design practices in preparing faculty and subject matter experts (SMEs) for successful online course design.
- Helps define educational goals, learner needs, and choose appropriate delivery method.

- Closely monitors and facilitates the entire course development process with the assigned subject matter expert (SMEs), including regular meetings to ensure the project stays on track for on time, on specification completion.
- Utilize design documents (templates, storyboards, design mock-ups), as part of the course development manual, to guide the course development process.
- Maintain course design and technology for active courses.
- Participate and provide expertise based on accepted educational practice in assessment planning, mapping, rubric development, evaluation, and execution within the assigned academic unit(s).
- Collaborate in providing instruction in accordance with the philosophy of the Umoja Community and within the scope of defined courses, programs of study, and degrees.
- Assume responsibility to keep current in the field of study/area of expertise and continue to develop professionally in content, methodologies, and distance strategies.
- Keep accurate electronic records for all design and redesign projects and submit records when required.
- Reports regularly to supervisor on assignments and progress.
- Other duties as assigned

MINIMUM QUALIFICATIONS
- Bachelor's degree in curriculum development, education, organizational development or business required (Master's degree preferred).
- Experience with culturally responsive curriculum and pedagogy.
- 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.
- Minimum of 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.
- Advanced to intermediate computer experience and proficiency in Microsoft 365.
- 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 organizational skills and time management skills; ability to be flexible and solve problems.
- Certificate in instructional technology or other leading disciplines,
- Strong proofreading skills to produce error-free documents.
- Ability to communicate through verbal and written means with individuals, small groups, and in front of large audiences.
- Knowledgeable and experience in applying adult learning principles.
- Analyze, design, develop, implement, and evaluate when designing and developing curriculum materials.
- Ability to ask appropriate questions, probe for understanding, and work in collaboration with others to achieve desired results.
- Ability to produce learning materials to include facilitator/instructor and participant manuals.
- Ability to produce instructional materials for adult learners.
- Ability to deal effectively with obstacles to progress in order to maintain project momentum.

Please send resume and cover letter to recruiting@umojacommunity.org