

# Custom Course Developer

## Research and Development



*Smarter Solutions. Safer Schools.*

### INTRODUCTION

PublicSchoolWORKS (PSW) is a complete online safety and regulatory compliance solution for public school districts. There are three departments within PSW: Sales & Marketing, Client Services, and Research & Development. Research and Development is looking for a Custom Course Developer who will work with our School Districts and Program Management Coordinators in developing and publishing online training material for web-based training delivery and management solutions. The Custom Course Developer must demonstrate and utilize project management, course design, and interactive media skills to determine and develop the appropriate training materials for users with varying skill levels.

### ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Design and public custom course training materials
- Apply best practices and standards to create course content that is concise, relevant, engaging, effective and practical
- Utilize web development and multimedia authoring tools to design and create web-based training content
- Publish completed courses to proprietary learning management system using web transfer protocols
- Proofread and edit own work and work of others ensuring that all information is accurate, consistent, easy to understand, flows well and is well organized
- Review all work prior to its release
- Maintain organized documentation and files of materials
- Adhere to development standards and established procedures
- Collaborate with course designers as needed
- Assist Course Designers in coordinating and publishing online training materials as needed
- Other duties as required and/or requested by management

### ABILITIES REQUIRED

- Knowledge of web, e-learning, and accessibility standards such as SCORM, HTML5, CSS
- Proficiency in course design, e-learning content development and web-based training
- Quick learner, self-motivator, and detail oriented
- Confident in making decisions and being in a team environment
- Experience in developing training materials and effectively present information with attention to detail and focus on quality
- Ability to apply best practices and standards to create content that is concise, relevant, engaging, effective and practical
- Ability to adapt to different situations including frequent changes, revisions and ideas
- Excellent organizational and time management skills, and the ability to work both independently and collaboratively
- Excellent oral and written communication skills
- Project management skills and proven success in working on simultaneous projects at different stages of development
- Ability to develop technical expertise and utilize new and innovative product development tools
- Identification and problem-solving skills
- Proficiency in Microsoft Office Suite with a high level of proficiency in PowerPoint
- Intermediate proficiency in HTML5, CSS; and JavaScript
- Experience with training development tools such as iSpring, Lectora, or any other intermediate web design software and image editing such as Photoshop, Illustrator, etc. a plus, but not required.

### MINIMUM REQUIREMENTS

- Associates degree or higher or equivalent work experience
- 1-3 years of proven training design and course editing experience

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.