

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees  
WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.

**TITLE OF JOB:** Associate Director, Adventist Learning Community  
**DEPARTMENT:** NAD Adventist Learning Community (NAD-EDU-ALC)  
**SUPERVISOR:** Director, Adventist Learning Community

**POSITION SUMMARY:** The Associate Director of ALC for Education focuses on instructional design and curriculum development for the North American Division Office of Education. The candidate will work collaboratively with the ALC staff in the comprehensive design, development, and delivery of a range of teacher and school related curricular modules that will be offered online via the ALC.

**WORK LOCATION:** Berrien Springs, MI

**AUTHORITY, ACCOUNTABILITY:** Authority to execute responsibilities as delegated by the department Director. Responsible to the ALC Director for job performance and responsibilities. Instructional design and curriculum development for the Adventist Learning Community is the primary focus of the position, in accordance with North American Division policy and objectives. Responsible to the corporate church body through department Director for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church.

### ESSENTIAL JOB FUNCTIONS:

- Identify content experts, oversee and assist course design with content experts, assist in restructuring content for online delivery, manage multiple projects, manage media production for courses, and produce ministerial and educational content as needed.
- Incorporate educational technologies that promote effective instructional and leadership strategies.
- Identify continuing education and K-16 learning needs throughout Adventism and develop and facilitate solutions
- Collaborate in a positive and uplifting way with Adventist Learning Community team and course content providers
- Oversee and assist in course design with content providers
- Follows course development from start to finish
- Assist in the restructuring of content for online delivery
- Receives, edits, and organizes all course material
- Considers flow of course and learner experience
- Ensures cohesive and engaging learning experience
- Ensures proper branding of course
- Identifies and assists in appropriate media development
- Writes and assist others in writing video scripts and developing storyboards
- Identify copyright violations with content providers
- Prepares contracts for content providers and other course authors
- Schedules video shoots with content providers
- Produces media for content providers
- Adhere to and review quality standards for course design and delivery
- Develops educational frameworks to provide consistency and continuity throughout the Adventist Learning Community
- Develops templates for course development based on the unique learning circumstances of web portal learners
- Assists in developing and implementing marketing strategies for the Adventist Learning Community
- Oversees and manage production and course developer assistants in the production of courses and resources
- Seeks collaborative partnerships with Adventist entities in the North American Division and beyond
- Develops instructional design materials that incorporate active learning, learning theories/instructional design models, and best practices in education.
- Consults and assist with the technical and programmatic development of assigned projects, including teaching and learning research and technologies.
- Participates in the continual evaluation of the effectiveness of curriculum design.
- Participates in ongoing information-based research and the monitoring of current and cutting-edge technologies and learning strategies for effective e-instruction.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Master's degree in Education or teaching-related field, with experience in instructional design and curriculum development for online learning environments is required. Terminal degree (PhD, EdD) preferred. Minimum of 6+ years of successful work experience is required to perform the essential job functions. University teaching experience and corporate professional development experience a plus. Experience applying learning theory and using instructional design models for online course design and development. Experience using multimedia tools including images audio, and video. Research skills demonstrated by published research. high school teaching experience in the Seventh-day Adventist system is essential.

**KNOWLEDGE AND SKILL:** Extensive knowledge of principles, policies and beliefs of the North American Division, General Conference and the Seventh-day Adventist Church. Thorough acquaintance with and commitment to the Seventh-day Adventist message, mission and educational philosophy. Knowledge of church organization, policies and procedures. Ability to work constructively as part of a team and to lead out when necessary.

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If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application

**Posted:** **November 8, 2018, @1:30 p.m.**