

**POSITION DESCRIPTION
FOR
INSTRUCTIONAL DEVELOPER/SITE SUPERVISOR**

SUPERVISOR: Program Manager

DESCRIPTION: The Instructional Developer/Site Manager directs, supervises, and coordinates the program activities of the site. The purpose is to ensure the aims, goals, and objectives specified for the programs are accomplished in accordance with prescribed priorities and limitations.

ESSENTIAL FUNCTIONS:

INSTRUCTIONAL DEVELOPER FUNCTIONS:

1. Use the instructional systems development (ISD) model to develop required instructional curricula.
2. Analyze, design, and develop instructional systems development modules in accordance with the contract, delivery order statement of work, data item description requirements, and prescribed standards and specifications as directed by the program manager.
3. Isolate and identify problems in need of remediation.
4. Extract and apply to courseware development information from technical documents.
5. Design and develop training materials, to include storyboards, for delivery by computer with real or simulated equipment and systems, or by instructors.
6. Prepare via authoring/editing software, computer-based training (CBT) or HTML web-based training (WBT) material, define graphic requirements, and program final CBT.
7. Design visual, textual and graphic courseware.
8. Design and develop adjunctive training material, e.g., operator instruction/guides, training manuals, and revisions based upon data from users and reviewers.
9. Prepare technical reports and documents as deliverable products for clients or proposals.
10. Use computers to develop instructional material/reports via application software.
11. Track courseware development through the total development process from lesson design/outline to final media.
12. Be thoroughly knowledgeable of and apply appropriate standards, conventions, and specifications to ensure correct development of program deliverables.
13. Provide initial quality assurance of the product to ensure it meets or exceeds all requirements.
14. Independently, or in conjunction with others, exercise sound judgment in interpreting instructions while performing all activities.
15. Perform duties as a team leader or project manager and provide training to site technical personnel.

SUPERVISOR FUNCTIONS:

1. In accordance with the Supervisor's Handbook, manage assigned programs/projects to comply with all contract specifications while performing/delivering all required services/products on time, within budget, and without discrepancy. This requires the site supervisor to:

- a. Develop and implement the technical approach for RFQ responses.
 - b. Develop and implement the work plan.
 - c. Coordinate with accounting and finance to develop a budget and to control all direct costs associated with the program.
 - d. Coordinate with corporate staff offices for required support.
 - e. Coordinate with customer subject matter experts to obtain necessary source data and to ensure the technical accuracy of deliverables.
 - f. Be thoroughly knowledgeable of and apply appropriate standards and specifications to ensure correct development of program deliverables.
 - g. Coordinate with quality assurance personnel to optimize increasing quality of products. Establish innovative methods of increasing quality while remaining within budget.
 - h. Serve as the primary point of contact with the customer. This includes coordinating scope/level of effort issues through corporate for resolution.
2. Comply with the provisions of TSM's Standard Practice Procedures manual and DoD 5220.22-M when handling classified information to include generating, marking, storing, handling, and destroying classified material.
 3. Supervise site personnel in accordance with the Supervisor's Handbook.
 4. With the assistance of the Human Resources Administrator:
 - Originate, implement, and maintain a site personnel administration program which complies with the applicable federal, state, and local laws as well as TSM policies.
 - Develop and maintain all directives needed to guide managers, supervisors, and personnel in personnel administrative matters.
 - Recruit and hire site personnel as authorized in accordance with Supervisor's Handbook and in full support of the Affirmative Action Plan.
 - Create and maintain a personnel file for each employee. Original of personnel files must be sent to corporate.
 5. Attend meetings as a corporation representative as required.
 6. Participate in writing/responding to technical proposals as required.
 7. Access, input, and retrieve information from computers, local area network, and TSM Extranet using commercial software.
 8. Travel, work at remote sites, and perform other duties as required.
 9. Perform other duties as assigned.

QUALIFICATIONS FOR POSITION:

1. Must have, as a minimum, one of the following combinations of degree in Education, Psychology or Instructional Development and years of experience:

<u>Degree</u>	<u>Years of Experience</u>
PhD/EdD	2
M.S./M.Ed.	4
B.S./B.A.	10

The résumé must demonstrate experience in military instructional systems design and training requirements analysis. Military training experience in ISD phases must demonstrate ability to work with operators, maintainers, psychologists, engineers, training experts, and military management personnel. All relevant experience must postdate degree award.

2. Experience with computer software application programs is required.
3. Experience with a variety of training system and delivery system technologies is required.
4. Experience with interactive courseware, CBT, and/or multimedia instruction is required.
5. Ability to plan, perform, supervise, and manage all phases of program requirements and development process activities from conceptual organization to design, execution, and delivery in a computerized environment.
6. Must possess effective communication skills, both written and verbal.
7. Must be able to be cleared to the secret level by the Defense Security Clearance Office.