

Instructional Designer (Education Specialist II)

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Resumes are not accepted in lieu of State of Texas application

Description

Our Mission

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

Our Educational Services Division

TCOLE's Educational Services division ensures law enforcement training excellence in Texas. We develop and oversee curriculum standards for peace officers, jailers, and telecommunicators, and collaborate with diverse stakeholders to create relevant training materials that enhance public safety and promote professional excellence statewide.

Who We're Looking For

The Texas Commission on Law Enforcement (TCOLE) is seeking an Instructional Designer (Education Specialist II) to join the Educational Services Division located at 6330 E HWY 290, Suite 200, Austin, TX.

The Instructional Designer (Education Specialist II) performs moderately complex (journey-level) consultative and technical assistance work related to agency educational programs involving developing and coordinating educational programs and materials. Work involves designing, developing, and implementing educational materials for courses on licensure, continuing education, and certifications for law enforcement, jailers and telecommunicators. Routinely assists others in performing job duties of greater complexity and may provide basic guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

The salary range is \$48,672 - \$73,000. The Job Class for this position is 0821 and salary group is B19.

PLEASE NOTE: This position involves exposure to sensitive subject matter, such as (but are not limited to) sexual assault, homicide, traumatic events, physical abuse, juvenile justice, and mental health disorders.

Candidates selected to advance in the interview process will be invited to submit a writing sample that demonstrates their ability to communicate instructional content clearly and effectively. Examples may include training guides, e-learning scripts, instructional manuals, or similar materials relevant to the role.

Examples of Work Performed

Develops course curriculum and e-learning materials utilizing fundamental adult learning principles and established instructional templates.

Creates educational resources including instructor-led presentations, e-learning modules, and standard job aids.

Assists with training needs analysis to identify requirements and learning solutions.

Develops and maintains Instructional Resource Guides (IRGs) to ensure clarity and instructional effectiveness with supervisory review.

Coordinates with subject matter experts to gather content and ensure accuracy of educational materials.

Assists with training project coordination, including timeline adherence and stakeholder communication.

Assists in legislative analysis to develop curriculum based on educational and training mandates established by the Texas legislature.

Builds and maintains course content in learning management systems, including simple multimedia components.

Develops evaluation methods including course assessments and exam questions to measure learning outcomes.

Assists with quality assurance activities and program evaluation.

Simplifies concepts and writes instructional text for standard training needs.

Assists with reviewing educational program functions and identifying improvements.

Prepares administrative reports and performs work on studies and specialized projects.

Coordinates with stakeholders to provide technical assistance and program information.

May deliver training sessions using established methodologies.

Other duties as assigned.

Qualifications

Required Education and Experience:

- Bachelor's degree from an accredited four-year college or university with major coursework in Educational Technology, Instructional Design, Education, Technical Writing, Curriculum and Instruction, or a related field.
- Two (2) years or more of professional experience in instructional design, educational technology, technical writing, or curricular design and development in adult/professional educational settings.
- Education and experience may substitute for each other on a year-for-year basis.
- Experience with Learning Management Systems (LMS) such as Moodle, Blackboard, or SAP SuccessFactors.
- Experience in e-learning authoring tools such as Articulate Storyline, Adobe Captivate, or Camtasia.

Required Skills, Knowledge, and Abilities:

- Demonstrated ability to write and edit technical, procedural, and training documents, particularly for instructor-led environments.
- Knowledge of training methodology and instructional techniques; learning models and adult learning principles; instructional and curriculum design fundamentals.
- Understanding of instructional design models like ADDIE and SAM models.
- Knowledge of local, state, and federal laws related to the program area; public administration and management techniques; and program planning and implementation.

- Skill in using research to plan and develop educational materials; e-learning development software; working with learning management systems; project coordination techniques; in the use of grammar and mechanics; in the use of a computer and applicable software.
- Ability to gather, assemble, correlate, and analyze information; to devise solutions to routine problems; to prepare reports; to simplify moderately complex concepts; to develop relationships with various levels of stakeholders; to work collaboratively and independently; to formulate and develop learning objectives; to assess training effectiveness; highly developed written and oral communication skills; ability to present in person and virtually to various sized audiences; to communicate effectively; to apply state and federal laws, rules, policies, and procedures to educational material creation.

Preferred Education and Experience:

- Master's degree from an accredited four-year college or university with major coursework in Educational Technology or Instructional Design.
- Demonstrated experience in instructional design, educational technology, technical writing, or curricular design and development in adult/professional educational settings.
- Experience working in a law enforcement environment.
- Experience developing course curriculum for adult learners.
- One (1) or more of the following certifications: Instructional Design Certificate from the Association for Talent Development (ATD), Associate Professional in Talent Development (APTD), Certified Instructional Designer/Developer (CIDD), eLearning Instructional Design Certificate.
- Certification in software utilized in Instructional design (ex. Certification in Articulate Storyline, Adobe Captivate, or LMS administration).
- Documented experience designing and deploying e-learning products using online authoring software such as Articulate Storyline and Articulate Rise 360.

Preferred Skills, Knowledge, and Abilities:

- Knowledge of advanced training methodology and instructional techniques.

- Documented experience in creating and developing educational products and materials for adult learners.

All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.

Why work at TCOLE?

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas State employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members
- 12 - 16 days of [annual paid holidays](#)
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for full-time employees
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security
- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#)
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services

Equal Opportunity Employer – TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

ADA - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

Military Occupational Specialty Codes – Military Specialty Codes that correspond to this job posting include MOS 1750, MOS 12D, MOS 09L, 3F2X1, 3D1X1, NEC 9502, NEC 0953. More information can be found at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Education.pdf

Veterans Preference – Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

Benefits – For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>