

## Texas Commission on Law Enforcement – Education Specialist II (Instructional Designer)

**Organization:** TEXAS COMMISSION ON LAW ENFORCEMENT

**Primary Location:** Texas-Austin

**Work Locations:**

6330 US HWY 290

Austin, Texas 78723

**Job:** Education, Training, and Library

**Employee Status:** Regular

**Schedule:** Full-time

**Standard Hours Per Week:** 40.00

**State Job Code:** B19

**Salary Admin Plan:** B

**Grade:** 19

**Salary (Pay Basis):** 5,838.34- 5,838.34 (Monthly)

**Number of Openings:** 1

**Overtime Status:** Non-Exempt

**Posting Date:** February 26, 2024

**Closing Date:** Ongoing

**Note to the Applicant:** The job application must be completely filled out. The submitted application must contain dates of employment, job titles, name of employer, and a description of duties performed in a way that demonstrates how the minimum qualifications for the position are met. Resumes do not take the place of the requirements on the application. If this information is not submitted, the application may be rejected because it is incomplete. The Education Services Division is observing a hybrid telecommuting schedule with employees required to be in the office at least three (3) days per week.

**Position Overview:** The Education Services Division supports Texas law enforcement agencies and training providers by producing state mandated educational materials for distribution. This position will create engaging and effective adult learning experiences for in-person and online delivery. Work involves revising existing educational materials and resources to ensure materials meet legislative updates and Commission standards. This position must stay current with the latest instructional design methodologies and technologies to make recommendations for improvements. Work also involves supporting numerous concurrent projects with key external stakeholders. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. This position reports to the Education Services Division Supervisor.

**General Description:** Performs moderately complex (journey-level) work related to the design and development of law enforcement related educational policy and materials. Work involves designing, developing, and deploying educational materials for courses on licensure, continuing education, and certifications for all law enforcement personnel. May provide guidance to others. The Instructional Designer will work with the Education Services Division Supervisor to establish project goals and requirements, lead development meetings, track and report project progress while working within the established timeline limitations. A successful candidate will be able to think creatively, in a big-picture way, and have the vision to create meaningful learning experiences for a diverse group of adult learners.

**General Duties and Responsibilities:**

- Design, develop, and maintain legislatively mandated educational materials for adult learners.
- Facilitate the creation and revision of all educational policy materials in collaboration with internal and external clients, stakeholder groups, committees, focus groups, and subject matter experts.
- Assist in legislative analysis to develop curriculum based on educational and training mandates established by the Texas legislature.
- Apply research-based learning theories and instructional methodologies to the design, delivery, and evaluation of learning content (e.g., custom eLearning, scenario-based instruction, etc.).
- Attend team meetings, staff professional development trainings, and other duties as assigned.
- Represent agency on committee assignments related to law enforcement training and standards.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Highly developed written and oral communication skills.
- Ability to formulate and develop learning objectives.
- Ability to apply state and federal laws, rules, policies, procedures, and regulations to the creation and revision of educational materials.
- Skilled in using research to plan and develop educational materials.
- Skilled in project management techniques.
- Skilled in communicating complex information in a clear, organized, and concise manner both orally and in writing.
- Skilled in the use of appropriate grammar, spelling, punctuation, mechanics, and editing skills.
- Ability to gather, assemble, correlate, and analyze information.
- Skilled in working independently and efficiently to meet various deadlines.
- Detail-oriented.
- A track record of developing and maintaining strong working relationships in a diverse, collaborative, project-based teams involving content experts.
- Knowledge of instructional design principles and techniques, adult learning principles, learning design models, e-learning tools and learning management systems.
- Ability to effectively present, in person and virtually, at conferences, training events, and other professional development opportunities.

**Qualifications****Required Minimum Education and Experience:**

- Bachelor's degree from an accredited four-year college or university, or an equivalent combination of education and experience, in educational or instructional technology, instructional design, technical writing, curriculum and instruction, or related field.
- Minimum of two (2) years related experience in instructional design, educational technology, technical writing, or curricular design and development in adult/professional educational settings.

**Preferred Experience and Education**

- Four (4) or more years of related experience in instructional design, educational technology, technical writing, or curricular design and development in adult/professional educational settings.

- Documented experience in creating and developing educational products and materials for adult learners.
- Documented experience designing and deploying e-learning products using online authoring software such as Articulate Storyline.

**Physical Requirements and/or Working Conditions:**

- Work is performed in a standard office environment.
- Requires:
  - Regular, reliable, and punctual attendance
  - Frequent use of computer and office software
  - Frequently works under deadlines, as a team member, and in direct contact with others.

**MILITARY OCCUPATIONAL SPECIALTY CODES** can be found at  
<http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

**VETERAN'S PREFERENCE:** If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

**FOR NEW HIRES/REHIRES:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:** Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPS Recruit to register or login and access your profile. Go to CAPPS Recruit to sign in (Link: <https://capps.taleo.net/careersection/304/jobsearch.ftl?lang=en>)

**PLEASE NOTE:** Candidates may be asked to participate in a skills demonstration and/or presentation.

If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.

This position requires the applicant to meet Agency standards and criteria which includes passing a pre-employment criminal background check, prior to being offered employment by the Agency.