

Instructional Designer (FT)

American Heritage School is growing a distance education program and seeks a highly qualified instructional designer to guide curriculum development in diverse subjects, grades K-12.

Applicants are asked to show evidence of the following qualifications:

- Masters or Doctoral Degree in Instructional Psychology and Technology or a related field
- K-12 teaching experience (preferred, but not required)
- Proficiency with student information databases, learning management systems, and standard office software
- Written and oral communication skills, including excellent editing skills
- Ability to:
 - o Guide and assist teachers/professors in designing and publishing successful online and print curricula (e.g. syllabi, assessments, units, lessons, discussion threads, etc.)
 - o Coordinate content creation, editing, and production schedules
 - o Design style guides for Distance Education courses
 - o Ensure consistent application of style-guide (quality control)
 - o Supervise multimedia creation – including videos (various formats), talk
 - o Coordinate copyright licensing agreements
 - o Collaborate with editors / editor interns (both print editors and video editors)
 - o Recommend technology or software purchases
 - o Manage course settings
 - o Work collaboratively

Date Posted: 11/15/2010 **Position Closes:** Open until filled or 3/15/2011

Salary will be competitive and commensurate with experience. In addition, AHS provides benefits to all full-time employees, including health coverage. AHS also provides all employees with life insurance, an optional 403(b) retirement savings program, and one free student tuition waiver at American Heritage School.

American Heritage School, founded in 1970, is a nonprofit 501(c)(3) K-12 independent school in American Fork, Utah that promotes the study of academic topics in light of the teachings of Christ. AHS promotes open inquiry, critical thinking, rigorous scholarship, and creative problem solving.

AHS is located in American Fork, UT, just east of the LDS Mount Timpanogos Temple. American Fork is the home of shopping, recreational and medical services and lies within 30 minutes of SLC, Provo, and various recreational and ski areas. AHS is a flexible, professional, open office environment that encourages innovation and provides substantial opportunity for professional and personal growth.

To apply, please submit via email your résumé, cover letter (detailing your philosophical interest in the mission of AHS), and recent salary history to:

Grant Beckwith
Principal, gbeckwith@ahsmail.com