

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Curriculum Developer	FLSA status:	Non-Exempt
-------------------	----------------------	---------------------	------------

DEPARTMENT:	Digital Learning	REPORTS TO:	Director of Digital Learning
--------------------	------------------	--------------------	------------------------------

Position summary: Panola College is seeking an experienced and detail-oriented Curriculum Developer to evaluate and align continuing education and credit courses, create OER material, and build best course design practices for adult learners while maintaining Panola College course design standards. The position is scheduled to run through August 2027.

The Curriculum Developer will play a central role in building an Allied Health Pathway in Surgical Technology from the ground up, working closely with the Pathways Design Coordinator and reporting to the Director of Digital Learning to ensure the program meets academic, workforce, and design standards.

Position responsibilities:

- Develop course content and instructional materials for all courses within the Allied Health Pathway in Surgical Technology.
- Identify, adapt, or create Open Educational Resources (OER) that support accessible, cost-effective learning for all CE programs.
- Organize materials into modular formats suitable for online and hybrid delivery.
- Design asynchronous course components that support flexible learning while maintaining engagement and rigor.
- Develop synchronous instructional elements—whether virtual or in-person—to complement course content and support real-time interaction.
- Collaborate with the Pathways Design Coordinator to ensure course content aligns with the overall credential pathways and meets industry expectations.
- Integrate instructional strategies that promote active learning and support the success of all students, including dual credit and adult learners.
- Revise and refine content based on feedback from internal teams and industry partners.
- Track development progress and adhere to project timelines.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate's degree in instructional design, education, allied health, or a related field (bachelor's degree preferred).
- Experience developing curriculum for online or hybrid delivery formats.
- Experience using learning management systems (e.g., Canvas).
- Familiarity with Open Educational Resources (OER) and instructional design best practices.
- Strong organizational, communication, and project management skills.
- Ability to work independently and collaboratively to meet deadlines.

Knowledge, Skills, and Abilities Required:

- Experience developing workforce education or allied health curriculum.
- Knowledge of instructional design models (e.g., ADDIE, backward design).
- Experience using learning management systems (e.g., Canvas).
- Understanding of active learning methods, inclusive pedagogy, and support strategies for dual credit and adult learners.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.

Additional Information:

This is a grant-funded position supported through August 2027. Continued employment is contingent upon the availability of grant funding.