

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Instructional Designer/ Content Developer	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Integrated Technology Support Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	050 OTBS
<b>REVISED:</b>	March 29, 2011		

---

**BASIC FUNCTION:**

Research, analyze, design, and develop instructional materials, including instructor-led and interactive web-based content, for all levels of district staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Design needs assessment tools. **E**

Consult with sites and departments to determine purpose, audience, and scope of assigned projects. **E**

Identify learning objectives and instructional methods to ensure objectives are met. **E**

Design and develop a wide variety of instructional materials, including instructor-led and web-based training, performance support systems, on-line help systems, and user manuals. **E**

Write lesson plans using an appropriate instructional design model. **E**

Develop, coordinate, and conduct district-wide training programs in computer applications for all levels of staff. **E**

Analyze user tasks, business processes, job performance studies, and needs assessments to determine training solutions. **E**

Design evaluative methods to measure effectiveness of training and materials; analyze evaluations and make recommendations for changes. **E**

Perform related duties as assigned that are reasonably related to the job classification.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to bachelor's degree with a major in educational technology, information technology, instructional design, business administration, education, or related field and two years of directly related experience. Experience using JavaScript, VBScript, and/or Flash ActionScript to develop web-based applications that interface with Microsoft Access or SQL databases is preferred. Teaching experience is encouraged.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Adult learning principles.

Staff development and training methods and techniques.

Training equipment operation.

Microsoft Office (Word, Excel, and PowerPoint).

Macromedia (Dreamweaver, Fireworks, and Flash) and/or Adobe (Photoshop and Illustrator) applications.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Analyze training needs and make sound recommendations.

Communicate effectively orally and in writing.

Develop interactive web-based instructional materials.

Develop, coordinate, and conduct training programs.

Operate standard office equipment, including microcomputers and a variety of software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Work independently with little direction.

Meet schedules and time lines.

Maintain records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting or school site setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued 6/13/06

Revised 2/3/05

Job Code 6710

FK