

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Instructional Materials Developer	REPORTS TO:	Assigned supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	049 OTBS
REVISED:	March 26, 2003		

BASIC FUNCTION:

Develop or revise instructional materials and related guides and manuals.

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

Consult with instructional materials project directors regarding purpose, audience, and scope of assigned projects. **E**

Develop a variety of instructional materials and/or related handbooks, manuals, and brochures. **E**

Adapt or revise existing materials. **E**

Assist in the development of evaluative methods to measure effectiveness of materials. **E**

Analyze evaluations and make recommendations for changes. **E**

Consult with Materials Development Unit editorial staff regarding format and publication procedures. **E**

Adhere to established production timelines. **E**

May conduct inservice workshops to explain materials and assist teachers in their use.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in education, journalism, or related field and three years of recent, paid, full-time experience writing and/or editing instructional materials, preferably including some experience with a large school district. Successful K-12 teaching experience may be substituted for the writing/editing experience on a year-for-year basis for a maximum of two years.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Specific content areas for which instructional materials are to be prepared
Nature of and the need to comply with state frameworks and other guidelines.
Copyright regulations and other legal constraints.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Compose and rewrite for clarity and consistency, using grammar, punctuation, and spelling with superior proficiency.
Learn district curriculum goals.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, write, and proofread documents; 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 9/88

Revised 4.2.04—PeopleSoft

Job Code 6752

PH