



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
INSTRUCTIONAL SYSTEMS DESIGNER	CLASSIFIED	GRADE: P MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY/2005 Classification Review		Board Approved: 4/00

JOB DESCRIPTION:

Under general supervision, design, develop, and install computer software applications that provide on-line computer instruction; provide technical support to departments and faculty; and perform related work as required.

SCOPE:

The Instructional Systems Designer designs, writes, codes, tests, and debugs software for various departments that provide on-line classes and instruction via the District's internet website.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Designs, develops, writes, codes, tests, and debugs educational software applications for various departments; designs and maintains department and/or class websites.
2. Meets with faculty and departments to determine educational goals and systems needs.
3. Consults with faculty regarding technical aspects of building and teaching on-line classes; provides technical assistance for faculty.
4. Trains faculty and staff in the use of specific software.
5. Maintains website; assigns and maintains user accounts.
6. Maintains current knowledge in evolving software and Internet technologies.
7. May supervise student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Design, implement and document effective, on-line software applications and data base management systems; analyze and develop programs and systems; troubleshoot computer operations; perform complex technical tasks accurately and within defined deadlines; plan and present training and/or give presentations to individuals and groups; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Design and graphic layout of Internet websites; Internet and World Wide Web and evolving technology; principles, practices, and technologies of computer operations, programming, and systems analysis; HTML coding; operating systems (such as Windows or Windows NT); database languages; network operations and technology; mainframe and microcomputer IBM and Macintosh hardware; various software applications.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A bachelor's degree in Computer Science including proficiency in at least two programming languages.

Experience:

Two years experience in the design, enhancement, and maintenance of Internet websites.

SPECIAL REQUIREMENTS:

Position requires prolonged video display terminal viewing and extended sitting.