



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.

EMPLOYMENT STANDARDS (Continued):

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:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

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.