

Point Factor Listing

Instructional and Digital Materials Analyst

Point Range: 895-944

Position Factors

<p>1. Knowledge: Combined required minimum education/experience for competent performance</p>				
		<u>Experience Range - Years</u>		
<u>Education</u>	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	
<p>2. Human Relations Skills: All interpersonal skills required to produce the desired end result</p>				
<u>Required skill level</u>		<u>*Organization Contact Level</u>		
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4
*Definitions				
1 – Immediate workgroup		2 – Outside of immediate workgroup		
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties		
<p>3. Problem Solving: Thinking environment to perform job duties</p>				
<p>A. Follow established routine and well-defined patterns</p> <p>B. Some analysis; known solutions</p> <p>C. Apply established principles; determine method</p> <p>D. Follows broad policies; known objectives</p> <p>E. Establish policies based on goals/strategies</p>				
<p>4. Decision Making Freedom: Freedom to take action</p>				
<p>A. Follows instructions; refer decisions to a higher authority</p> <p>B. Occasional independent action; interpret practices/procedures</p> <p>C. Independence within specialty area; report progress</p> <p>D. Frequent independent action; may impact other areas</p> <p>E. Regular independent action; follows broad policies</p>				
<p>5. Position Impact: Degree of job impact on the District</p>				
<p>A. Minor to total organization; moderate to work unit</p> <p>B. Advisory to work unit; used by others to take action</p> <p>C. Substantial support, advice, and counsel to work unit</p> <p>D. Substantial direct impact on unit's results</p> <p>E. Authoritative to unit/substantial to District</p>				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C1	C2	D	D	C