



TITLE	CLASSIFICATION	SALARY GRADE
ALTERNATE MEDIA SPECIALIST	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE:	2012/13 Classification Review	Board Approved:

JOB DESCRIPTION:

Under general supervision, provide and/or consult on the adaptation of instructional and student service material into electronic, Braille and audio formats accessible to students with visual impairments and visual processing disorders, develop, implement and coordinate a District access technology plan; provide guidelines and technical assistance to staff, faculty and external agencies; serve as a leadworker to other Classified staff.

SCOPE:

The Alternate Media Specialist serves as the primary contact person to staff, faculty, and external agencies for responding to questions and providing technical assistance related to access of distance education, electronic information, and/or alternate media services; conducts research on access issues and needs; creates, develops and facilitates implementation of strategies for ensuring access; oversees the installation of hardware, software, and other equipment needed to respond to request by students with disabilities for access to distance learning courses, electronic information formats, and alternate media materials.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintains currency of new access technology guidelines and laws relating to individuals with disabilities, alternate media, distance education and electronic information.
2. Develops, implements and maintains access technology plans for the District.
3. Provides individual and group training for faculty and staff in the areas of access technology for distance education, electronic information, and alternate media formats.
4. Develops and maintains a current resource bank of access strategies for the various types of electronic information utilized by the District.
5. Provides access information, guidelines and assistance to faculty and staff in the design of electronic information and distance learning courses.
6. Advises and assists faculty and staff on access issues/concerns of students with disabilities in all courses and labs throughout the District.
7. Advises on processes in meeting District brailing and captioning needs.
8. Maintains currency of new access technology guidelines and laws relating to individuals with disabilities, alternate media, distance education and electronic information.
9. Produce and procure information in alternate media formats.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Participates on District committees to advise on access technology requirements and assists in the implementation of access needs with a comprehensive planning process to ensure that needs are identified in the District's comprehensive educational plan.
11. Oversees the installation, configuration and maintenance of approved access technology equipment and software throughout the District.
12. Serves as a resource person to external agencies and colleges for issues of and requirements to access technology.

EMPLOYMENT STANDARDS

ABILITY TO:

Give trainings and demonstrate access technology; work independently; maintain current knowledge of emerging information technology trends and developments; speak and write effectively in individual and group settings including training sessions; perform administrative work with accuracy and speed; maintain records; give and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials of access and adaptive technology; ADA guidelines and laws for individuals with disabilities; principles and techniques of studying work processes for new and revised electronic computer applications; techniques for incorporation of access and adaptive technology in electronic information systems and distance education courses; department and college requirements, policies and procedures; universal design in relation to design of web pages and distance learning courses; computer hardware and software installation, configuration and maintenance.

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:

Associate's degree with coursework in Computer Studies or related field.

Experience:

Increasingly responsible experience with adaptive computer technology (hardware and software) as a user or technician. Familiarity with strategies and experience working with students with disabilities.