SANTA ROSA JUNIOR COLLEGE

TITLE: Alternate Media Specialist

CLASSIFICATION: Classified

SALARY GRADE: C10

SCOPE OF POSITION:

Under general supervision, produces and procures alternate media format textbooks and materials for students with disabilities, using up-to-date knowledge of accessibility requirements. Develops and maintains a resource bank of access strategies for the various types of electronic information utilized by the District, utilizing specialized software, hardware, and other resources. Advises and assists faculty and staff on access procedures and alternate formats. Provides training to students, faculty, and staff in alternate media formats and assistive technology.

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. Facilitates alternate media creation and distribution in accordance with applicable laws and accepted practices to meet student, faculty and staff needs. Produces and procures alternate format textbooks and materials using specialized software, hardware, and other resources.

2. Researches, develops and maintains resources for access strategies for the various types of electronic information utilized by the District.

3. Advises and provides training to students, faculty, and staff in alternate media formats, assistive technology, and distance education. Serves as a technical resource to assist with inquiries and issues related to alternate media.

4. Advises and assists faculty and staff on access issues for students with disabilities in courses.

5. Resolves technology access issues.

6. Maintains records of alternate media resources and transactions.

7. May serve as a liaison to external agencies and colleges on alternate media issues.

8. May serve as lead worker to other classified staff.

KNOWLEDGE OF:

1. Current access technology guidelines and laws relating to individuals with disabilities, alternate media, and electronic information.

2. Fundamentals, terminology, techniques, equipment, and materials related to access and adaptive technology.

3. Americans with Disabilities Act (ADA) guidelines and laws for individuals with disabilities.

4. Principles and techniques of studying work processes for new and revised electronic computer applications.

5. Techniques for incorporation of access and adaptive technology in electronic information systems and distance education courses.

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KNOWLEDGE OF – Continued

6. Universal design in relation to design of web pages and distance learning courses.

7. Computer hardware and software installation, configuration, and maintenance.

8. Relevant local, state, and federal rules, regulations, requirements, policies, and procedures.

9. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Develop and present trainings to demonstrate access technology.

2. Work independently with minimal supervision.

3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

4. Communicate effectively, both orally and in writing.

5. Exercise appropriate judgement in interactions with others and with work processes.

6. Interact with the public in a helpful, courteous, and professional manner.

7. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:
Associate degree in computer studies or a closely related field of study required.

EXPERIENCE:
2+ years of related experience providing adaptive computer technology for individuals with disabilities.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the Strategic Plan.