ALTERNATE MEDIA/ASSISTIVE TECHNOLOGY SPECIALIST
100%, 12 Month, Classified Position
Range 44

SUMMARY OF POSITION:

Under the direction of the Dean of Counseling and Special Services and the Director of DSPS, the Alternate Media/Assistive Technology Specialist oversees the conversion of instructional and informational material to an alternative media format enabling students with a disability to have access to the instructional services provided by the college. Additionally, provides consultation to Faculty and staff on topics of access and electronic media, including web accessibility.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Produces alternate media that will enable students with disabilities access to the instructional material and services provided by the college. This will include but not be limited to the production of alternate print material such as e-text, large print, braille, or audio recording in a timely manner
- Scans text material using Optical Character Recognition software and transcribes it to e-text for alternative forms of output (large print, braille, audio recording, etc.)
- Develops and implements organizational system (with policies and procedures) for keeping track of the progress and availability of all alternate media produced for students, faculty and staff, including both present and past material
- Maintains a diverse and organized system of resource contacts for alternate media in order to provide the alternate media formats most appropriate to students needs
- Conducts orientation sessions for students about their alternate media and assistive technology
- Follows up with students on the appropriateness and usability of the alternate media that they received
- Keeps records of student retention resulting from the use of alternate media
- Installs and configures standard disability related assistive technology software in select locations on campus, working cooperatively with Information Technology (IT) Department whose responsibility it is to maintain network usage and connectivity and all computer hardware
- Places and tracks use of alternate media/assistive technology equipment such as CCTV, Victor reader, USB drives, etc. that have been loaned to students
- Develops and maintains a current resource bank of alternate media and assistive technology strategies for the various types of disabilities which students may have and for the various instructional media used by faculty
• Works with faculty and staff to facilitate access to Distance Education through methods that include but are not limited to the development of accessible web page design, frames, alt tags, or layout.
• Provide technical assistance to campus instructional, technology and public information committees on access and requirements for individuals with disabilities
• Communicates and interfaces with college technology support team, instructional computer lab coordinators, faculty, staff regarding disabled person’s access to technology
• Attend statewide training sessions as well as training sessions and workshops given by the High Tech Center Training Unit as necessary in order to learn and develop the implantation of new and emerging technologies.
• Participate on Alternate Media list serves
• Coordinates with faculty and the Dean of Distance Education for current and future close captioning needs for students taking distance education and/or hybrid courses
• Comply with state and program reporting requirements
• Participate in district provided in-service training programs

OTHER JOB RELATED DUTIES:

Perform related duties and responsibilities as required.

EXPERIENCE AND EDUCATION GUIDELINES: Any combination of experience and education that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and abilities would be:

Experience: One year experience as an Alternate Media Specialist or in a position with major responsibilities in the areas of alternate media production, optical character recognition, scanning and layout or producing electronic text from print material in a production setting and/or Assistive Technology Specialist or equivalent.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

• Accessibility strategies and requirements for various disabilities
• Alternative media and print formats
• Current trends and developments in assistive technology
• Distance education development and practices for persons with disabilities
- Principles and basic operations of computer systems and peripheral components
- Basic computer application documentation techniques
- Web page access strategies for persons with disabilities
- Operating system and standard application programs employed on a variety of computers, including Windows-based systems and Macintosh systems
- System requirements analysis and documentation
- Techniques and practices in utilizing standard software applications including word processing, database, telecommunications graphics, internet, e-mail and spreadsheet software.

Ability to:

- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with students, faculty, staff, and the public
- Provide support guidance and training to others
- Plan and organize work to be able to effectively meet timelines
- Work independently and confidentially
- Analyze campus-wide assistive technology needs
- Produce media and print in alternate formats
- Read and interpret computer hardware and software installation and maintenance instructions and other detailed and precise written and oral instructions
- Configure software to appropriate hardware
- Perform basic diagnostic checks and take appropriate corrective action

Skills to:

- Provide group and one-on-one in-service training to college personnel on a variety of alternate media software, hardware and issues.
- Troubleshoot computer software and hardware problems relative to the production of alternate media.
- Establish and maintain cooperative and effective working relationship with faculty, staff and administrators in conjunction with DSPS.
- Perform a variety of planning, scheduling and reporting duties relating to DSPS service provision.
- Assist in identifying student concerns and problems and suggest available alternatives for problem resolution.
- Meet schedules and timelines.
- Work effectively with diverse staff and student population.
- Plan, organize and prioritize work.
• Understand and follow oral and written directions.
• Work with significant degree of independence and good judgment.
• Understand the scope of authority in making independent decisions.

**SPECIAL REQUIREMENTS** Essential duties require the following physical abilities and work environment:

Ability to work in standard office environment, travel to off-sites, and perform light physical lifting/moving. Will require some evening, weekend, or off-campus work.

All Tentative Agreements must be ratified as part of the entire collective bargaining agreement by both the CSEA members and the Board of Ohlone Community College District.

Revised and Presented: 12/12/14
Approved: 12/12/14
CSEA 610 Approved:
CSEA Local Ratified:
Ohlone Board approved:

For CSEA:  

For District:

[Signatures and dates]