



ALTERNATIVE MEDIA SPECIALIST

SALARY GRADE: [C1-60](#)

DEFINITION:

Under the direction of the Dean or his/her designee, act as a resource and provide technical assistance and faculty support to campus instructional and technology areas on access requirements for persons with disabilities. Oversee the production of alternative media including Braille, large print, E-text and audio. Consult with the college on issues of access to electronic media and to Distance Education. Establish and maintain electronic library of course materials converted to alternate media. Assist in the development of guidelines and provide technical support for access in the curriculum, distance education, web page development and other electronic information sources. Develop and implement training programs designed to assist faculty in understanding access requirements for persons with disabilities. Assist in installation and set up of hardware/software configurations of adapted computer technology in the adapted computer lab and in other locations campus-wide.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Act as a resource and provide technical assistance and faculty support to campus instructional and technology areas on access requirements for persons with disabilities.
2. Serve as a liaison between faculty, staff, students and DSP&S program to secure and translate instructionally related materials into alternate formats in a timely manner.
3. Provide guidelines to faculty and staff for formatting documents and information.
4. Produce materials in alternative formats such as Braille, large print, E-text and audio.
5. Serve as a liaison to publishers, the statewide alternate media center, and community agencies utilized on contract to produce alternate media.
6. Set up and operate alternate media equipment.
7. Develop and maintain a current resource bank of access strategies for distance education delivery systems, including on-line and televised materials.
8. Provide group in-service and one to one assistance to faculty in their design of distance education offerings to assure they meet access guidelines.
9. Serve as a resource to campus instructional and technology groups, public information and other committees on meeting access requirements, as required.
10. Develop and maintain a current resource bank of access strategies for mediums used by the college including instructional materials, web pages, videotape materials, kiosks, etc.
11. Collaborate with ETS and other campus departments to develop, modify, or implement training in course development and design to assure the information is provided in an accessible format.
12. Maintain a database on the intranet of available District materials in accessible formats.
13. Continuously research and improve instructional delivery methods and operations with the assistance of faculty, vendors and development team members.

14. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Assistive technology and alternative media formats, including alternative input/output devices, E-text translations to Braille, large print, speech output, video media and closed captioning.
2. Adaptive software and hardware, instructional and web page design.
3. Pertinent legislation and regulations relevant to information access for persons with disabilities.
4. Operation of a computer and assigned software including databases.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Record-keeping techniques.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Research production of alternate media available for persons with disabilities.
3. Work with the Educational Technology Services (ETS) team and coordinate with DSP&S and instructional units to provide necessary services.
4. Interact effectively with faculty and staff from diverse disciplines.
5. Work with faculty to customize solutions for students with disabilities.
6. Maintain accurate records, establish priorities, organize and schedule work projects.
7. Communicate effectively both orally and in writing.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in a related field.
2. One (1) year with adaptive technology.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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