



## **ALTERNATE MEDIA SPECIALIST**

### **DEFINITION**

Under general supervision, performs a variety of complex technical duties involved in the development, production, implementation, and maintenance of alternate media for students with disabilities; coordinates the application of a variety of alternate media technologies related to specific disabilities; serves as a resource to staff and faculty related to alternative media computer technology; collaborates with other community organizations and schools to ensure the highest level of accessibility to reading materials, software, and hardware; provides highly complex and technical staff assistance to the Disabled Student Programs and Services Supervisor; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Disabled Student Programs and Services Supervisor. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level technical classification responsible for assisting disabled students with learning, test taking, and other requirements through the provision of high-quality and timely technical and computer-based tools and applications. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procedures and policies of the assigned function. This classification is distinguished from other information technology classifications in that it is specialized in the area of alternate media and is responsible for the evaluation and development of best hardware and software tools and solutions to meet disabled students' demands.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Performs a variety of complex technical duties in the production and delivery of alternate media and assistive technology, including researching, converting, and editing source materials into target alternate media formats.
- Serves as a resource to staff and faculty related to alternate media computer technology operation, repair and formatting; provides technical support to staff and faculty; assists faculty in course development and the design of distance education delivery; coordinates with Educational Technology Services and DSPTS to ensure accessibility of material.
- Assesses students' needs and determines type of alternate media students require.
- Ensures students' ability to obtain accessible materials by providing web links, signing students up for library accounts with agencies serving the print-impaired.
- Assists students to master technology required to read accessible formats.
- Prepares a variety of alternate media and instructional materials; produces printed material in alternate formats, including converting printed material into Braille, e-text, enlargements, audio, and other related formats; troubleshoots as necessary.
- Maintains and secures storage of large inventory of specialized hardware, software, and curricular reading materials, web pages, digital textbooks, etc.

- Installs, operates and maintains alternate media equipment and related applications; maintains current knowledge of alternate media hardware and software.
- Provides orientations for and trains students, staff, and faculty on using specific programs as assigned.
- Maintains and tracks equipment loaned to students.
- Generates reports and statistics pertaining to assigned program area(s).
- Attends technical seminars and workshops to remain current concerning adaptive technologies; researches technical issues and emerging technologies to apply to alternate media services.
- Responds to questions concerning assigned subject matter, equipment usage, and other related concerns and issues.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- College-level alternate media technology, including a broad range of media formats such as text-based, web-based, audio, and video.
- Working knowledge of the Americans with Disabilities Act.
- Current trends and development in the alternate media technology field.
- Copyright laws pertaining to printed and digital media.
- Methods and procedures of operating computers and peripheral equipment related to alternate media for students with disabilities.
- Various alternate media and computer software applications, including Braille scanners, embossers, conversion software, and other related applications.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment and software relevant to work performed.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- 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.
- Perform a wide variety of technical duties involved in the maintenance and simple repair of alternate media equipment for students with disabilities.
- Assist in the planning and implementation of assigned programs and services.
- Assist in the organization, preparation and presentation of materials.
- Learn methods and procedures to be followed in an instructional situation.
- Set up, design, troubleshoot and operate assigned departmental equipment.
- Provide assistance and information to staff on the availability and uses of instructional materials and equipment.

- Effectively use computer systems, software, and modern equipment to perform a variety of work tasks.
- Troubleshoot, diagnose, and solve hardware and software problems.
- Analyze and evaluate information processing problems, plans, procedures, and requirements.
- Apply new developments in the field of alternate media technology and information systems processing related to the assigned program.
- Plan, prepare, and conduct in-service training classes for students with a variety of disabilities.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize own work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in alternate media, adaptive computer technology, or a related field, one (1) year of responsible experience in adaptive technology, and one (1) year of experience in an educational environment working with people with disabilities.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Salary Grade:** C1-60

**FLSA:** Non-Exempt

**EEO Code:** H-30

**Board Approved:** April 2021