

Alternate Media Specialist
(40 hr/week, 12 month)

ROUGH DRAFT

(Range 56)

DEFINITION

To arrange, schedule and provide adaptation of instructional and student service material into electronic, Braille, and audio formats accessible to students with visual impairments and visual processing disorders; to provide training on access technologies for students, faculty and staff; maintain stability of network and hardware/software configurations within High Tech Center and Alternate Media Center.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Academic/Student Services Manager of Disabled Student Programs & Services, and the technical/functional supervision of the High Tech Center Specialist, oversee the production of alternate media enabling students/staff/community members with disability access to all instruction/services provided by the college. This will include the production of alternate print material (E-text, Large print, Braille, Audio Recording, etc.), consultation to the college on issues of access for students with disabilities to electronic media (Closed/Open Captioning, Kiosks, Teleconferencing, Descriptive audio, Phone Services, etc.), and consultation on issues of access to Distance Education (Accessible Web Page Design, Frames, Alt Tags, Layout, etc.).

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist in the development of a proactive short and long term plan to provide timely access to electronic media for qualified students with disabilities.

Monitor computer and adaptive hardware and software operating status.

Provide students with assistance and training in the operation of various adaptive computer technologies and adaptive equipment.

Maintain records on configuration and location of all access technology across campus.

In concert with Instructional Technology services, install, configure and maintain access technology across campus.

Document contacts with students, faculty, staff, and outside agencies.

Select, train, and supervise student assistants, and other hourly aides.

Production of Alternate Media

Serve as a liaison between college staff, faculty, students with disabilities and the DSPPS program to secure and translate college materials into an alternate format in a timely manner.

Provide guidelines to college personnel on appropriate formatting of documents and information;

Produce information in alternate formats

Serve as liaison to statewide center and community agencies utilized on a contract basis to produce alternate media.

Setup and maintain Alternate Media Center location and equipment

Access to Electronic Information

Develop and maintain a current resource bank of access strategies for various types of mediums utilized by the college to include Instructional Materials, Web Pages, Kiosks, Video Tapes, Phone Registration, etc;

Provide group in-service and one-on-one assistance to college personnel in their design and development of electronic information to assure they meet access guidelines;

Provide technical assistance and consultation to campus community, including Book Center, Library, computer labs, career development and to management, faculty and classified committees on access requirements for persons with disabilities.

Develop and maintain an electronic library of course materials converted to alternate media.

Access to Distance Education

Develop and maintain a current resource bank of access strategies for distance education;

Provide group in-service and one-on-one assistance to college personnel in their design and development of web page and distance education materials to assure they meet access guidelines

Provide technical assistance to campus instructional and technology committees on access requirements relative to distance education for persons with disabilities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

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

Experience: One year of experience installing, updating, and troubleshooting computer software and, maintaining computer hardware.

Training: The equivalent of an A.A. or A.S. in Computer Science, Electronics, or Computer Support

Knowledge of:

Software and hardware technologies utilized to adapt text and electronic text to alternate media such as Braille, large print, and audio.

Alternate media guidelines for community colleges

Distance education access guidelines for community colleges

Software and hardware utilized to provide access to computer technology for individuals with various disabilities.

Skill to:

Provide group and one-on-one in-service training to college personnel on a variety of “alternate media” issues.

Troubleshoot computer software and hardware problems relative to the production of alternate media.

Communicate effectively and tactfully in both oral and written form.

Work with a significant degree of independence and good judgment.

Establish and maintain cooperative and effective working relationships 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.