

ADAPTIVE TECHNOLOGY–ALTERNATE MEDIA SUPPORT COORDINATOR

This is a categorially funded 12-month District classified position
Current Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday (Occasional Evenings/Weekends)
Salary: \$4,311 per month, Classified Range 28

DEFINITION

Under the direction of the Dean of Student Services and supervision of the Coordinator of Disabled Students Programs and Services. Provides the communication link between users of adaptive technology, faculty, administration, Open Campus, IMC, and the office of Disabled Students Programs and Services.

TYPICAL TASKS

1. Installs, configures, and maintains access technology across campus.
2. Surveys the current access technology needs of the campus and develops and accesses technology plan.
3. Provides training on access technology for faculty and staff.
4. Serves as resource person to external agencies and campus entities dealing with issues of and requirements germane to access technology.
5. Assists in performing research and development with new access software that may be suitable for implementation in our environment.
6. Advises on development and implementation of processes to meet institutional brailing and captioning needs.
7. Creates and promotes a positive and supportive college-wide instructional climate for students with disabilities who use adaptive technology by providing assistance to users in diagnosing and resolving problems associated with supported services.
8. Establishes and maintains effective communications among adaptive technology users, DSP&S, Open Campus, Instructional Media Center (IMC) and Information Services.
9. Maintains consistent level of adaptive technology user satisfaction through reliable service by DSP&S, Open Campus, IMC, and Information Services to the user community.
10. Coordinates all activities (analysis, specification, testing, training, and documentation) associated with system enhancements and new systems development efforts.
11. Assists department users with long-term adaptive computer technology related planning.
12. Advises departments on the appropriate technology for accommodating specific disabilities.
13. Establishes, with the user, systems acceptance criteria.
14. Complies with state and program reporting requirements.
15. Participates in District provided in-service training programs.
16. Maintains friendly and supportive atmosphere for students, faculty, staff, and the public.
17. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience equivalent to a bachelor's degree in a related field. At least three years experience with adaptive computer technology (software and hardware) as a user or computer technician is required. Experience with higher education information systems is required. Experience using microcomputers is required. Familiarity with and understanding of the Americans with Disabilities Act (ADA) is required.

Knowledge of computer systems design and experience in effectively coordinating multiple, competitive planning efforts for new systems or system enhancements; effective superior verbal and written communication skills. **Ability to:** work effectively with faculty from diverse disciplines; demonstrate experience working with individuals and faculty to customize solutions for students with a disability in a complex technology environment; demonstrate the need to incorporate assistive technology in all classes to benefit all students—not just those with disabilities; demonstrate expertise and experience training, leading, and coordinating collaborative organizational efforts in support of a high technology assistive initiative for disabled students; establish and maintain effective relationships with staff, students and others.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (E.C. 87360a).

The work location and assignment within a job classification is determined by the District and may be subject to change. All final offers of employment will be contingent on the availability of funds.

**DISTRICT APPLICATION MUST BE RECEIVED BY: 4:00 P.M., NOVEMBER 9, 2000
APPLY: HUMAN RESOURCES OFFICE**

POSTMARKS NOT ACCEPTED