

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ALTERNATIVE MEDIA TECHNOLOGY SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provide College-wide technical support of alternative and adaptive media technology to students, faculty and staff; maintain alternative media computer labs and assistive technology stations throughout the College; work with faculty and staff from diverse disciplines to customize adaptive technology solutions; oversee the production of Braille and other adaptive material; verify the accessibility of the College website and distance education courses; oversee the conversion of the text material to alternative media formats to ensure compliance with applicable laws.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate and oversee all adaptive technology needs within DSP&S and with all other campus technology personnel; communicate internet concepts including accessible webpage design, universal accessibility and alternative media transcriptions.
2. Ensure website accessibility.
3. Maintain and provide technical support for the DSP&S computer lab and all assistive lab stations throughout the campus.
4. Oversee the closed captioning of instructional videos.
5. Maintain records on configuration and location of all access technology across campus to produce alternate media.
6. Serve as a liaison to statewide center and community agencies utilized on a contract basis to produce alternate media.
7. Provide faculty and staff with in-service on a variety of alternative media issues; attend statewide training sessions and provide alternative media orientation training to College staff; learn and develop the implementation of new and emerging technologies according to College plans; may recruit, select, train, and oversee student assistants, temporary staff and volunteers.
8. Provide assistance to College faculty and staff in their design and development of electronic information and to ensure they meet access guidelines in their design and development of web page and distance education materials; provide technical assistance on meeting alternative media requirements for College departments and appropriate committees.
9. Troubleshoot computer software and hardware problems related to the production of alternate media.
10. Perform a variety of planning, scheduling and reporting duties related to DSP&S services provisions.
11. Survey the current access technology needs of the campus and develop an access technology plan to be integrated with the College technology plan.

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12. Perform and assist in performing research and development with new access software that may be suitable for implementation in the College environment.
13. Serve as liaison between College staff, students with disabilities and the DSP&S program to secure and translate instructional and student services materials into an alternate format.
14. Provide guidelines to College staff on appropriate formatting of documents and information.
15. Develop and maintain a current resource bank of access strategies for various types of media utilized by the College to include instructional materials, web pages, kiosks, video tapes, and phone registration.
16. Assist in the development and implementation of goals, objectives, and priorities in providing access to media and distance education for students with disabilities.
17. Scan text material using text recognition software and transcribe it to alternative forms of output, such as large print, voice, Braille, and audio recording; arrange for other transcription services.
18. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Assistive technology for students with disabilities, such as screen enlargement, screen reader, magnification systems, and adaptive keyboards.
2. Software and hardware technologies utilized to adapt text and electronic text to alternate media such as Braille, voice recognition, and large print.
3. Alternative media and distant education guidelines for community colleges.
4. Web authoring software.
5. Educational intervention and instructional techniques appropriate for students with disabilities.
6. Accessibility requirements for persons with disabilities.
7. Pertinent federal, state, and local codes, laws, and regulations, including the Americans with Disabilities Act (ADA).

Ability to:

1. Provide College-wide technical support of adaptive media technology to students, faculty and staff.
2. Troubleshoot, think creatively, and solve hardware and software problems associated with assistive computer technologies.
3. Perform maintenance and repair to computer equipment.
4. Instruct students with special needs in the proper usage of computers, software, and hardware devices.
5. Work independently and make recommendations.
6. Keep accurate records.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with those contacted in the course of work.

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9. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in computer science or a related field.

Experience:

Two years experience with adaptive computer technology (software and hardware) as a user or a computer technician. Experience with higher education information systems and in working with people with disabilities is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office, computer lab, and classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office, computer lab, and classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/19/04;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional