

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ALTERNATIVE MEDIA SPECIALIST

Salary Range 25

BASIC FUNCTION:

Under the supervision of the Director of Information Technology Services, provides campus wide leadership in the area of access technology to faculty and staff to benefit disabled students; provides expertise in web page design, distance education delivery methods to ensure accessible format for disabled person; oversees the conversion of print materials and video tapes to an alternative media format (i.e. Braille, large print, audio books, and closed caption); performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

Access to Distance Education/Electronic Information

- Develops and maintains current resource bank of access for various type of disabilities which students may have. (E)
- Provides leadership in Web page design, accessible distance education delivery systems, and other electronic information systems used by the college (i.e. kiosks, voice registration, and library services). (E)
- Provides group in-service and one on one assistance to faculty/staff in their design and re-design of distance education offerings and electronic information to assure the information is provided in an accessible format. (E)
- Provides technical assistance to campus instructional and technology committees as well as public information on access requirements for persons with disabilities. (E)

Production of Alternate Print Material

- Serves as a liaison between faculty, students and the DSS program to secure and translate instructionally related materials into alternate formats (i.e. Braille, large print, closed captioning) in a timely manner. (E)
- Provides guidelines to faculty and staff for formatting documents and information to ensure that they can easily be translated into an alternate format. (E)
- Serves as a liaison to the state-wide alternate media centers and to community agencies utilized on a contract basis to produce alternate media. (E)

Campus-Wide Accessible Hardware/Software Support

- Installs and supports Assistive access technologies in classrooms, computer labs and general student use areas to ensure system integrity, general safety and operational capability of equipment. (E)
- Monitors operation of computer equipment, software applications and Assistive technologies to ensure proper execution; identifies operational and equipment problems and confer with other District staff and vendors to identify and correct problems; runs standard diagnostic procedures to identify equipment and software problems; tests the operation of new and modified hardware and software configurations. (E)
- Serves as a technical resource for District employees on the use of Assistive technologies; performs analysis and prepares proposals describing benefits and limitations of various Assistive technologies, software, and training materials purchase options. (E)
- Maintains knowledge of current trend and developments in Access technology. (E)
- Maintains a preventative maintenance schedule for District computer systems and Assistive technology equipment. (E)
- Makes recommendations on the purchase of computer systems, associated peripherals, software, and Assistive technologies. (E)
- Maintains a technical reference library for District Assistive technology resources, software and hardware. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation with a Bachelor of Science degree in Computer Science or Computer Information Science and experience implementing and supporting Assistance technologies.

KNOWLEDGE OF:

Modern office practices and technology
Proper English usage, grammar, punctuation and spelling
Business letter writing and report writing
Basic mathematics.

ABILITY TO:

Maintain confidentiality in all matters as appropriate
Learn, interpret and apply rules, policies and procedures
Plan, organize and prioritize daily assignments and work activities
Communicate effectively in written and oral form
Deal tactfully and effectively
Maintain accurate and well-organized records
Use computers for a variety of disciplines
Operate and maintain a variety of office equipment as necessary in the performance of daily activities.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental personnel, students, disabled students.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting
Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Alternative Media office environment.