

## ALTERNATE MEDIA SPECIALIST

### Class Summary

Under general supervision and direction, coordinates the operation of the Alternate Media component of Disabled Student Programs and Services (DSPS). Provides technical assistance, training, and resource materials regarding alternate media to faculty and staff with an emphasis on the production of educational materials in alternate formats. Alternate formats include but are not limited to: Braille, electronic text, audio recording, open and closed captioning, teleconferencing and large print access for individuals with disabilities. Assumes leadership and responsibility for the execution of all projects related to alternate media production and support; assists supervisor(s) with complex reporting and research activities; performs a wide variety of tasks requiring specialized knowledge. Assumes and performs related duties and responsibilities as required.

### Representative Duties

**Production of Alternate Print Material:** Serve as a liaison between faculty, students and the DSPS program to secure and translate instructionally related materials into alternate formats in a timely manner; provide group in-service and one-to-one assistance to faculty and staff for formatting documents and information; serve as liaison to the statewide center and to community agencies utilized on a contract basis to produce alternate media.

**Access to Distance Education:** Develop and maintain a current resource bank of access strategies for the various types of disabilities which students may have and for the various instructional media used by faculty; provide group in-service and one-on-one assistance to faculty in their design and redesign of distance education offerings to assure they meet the access guidelines; provide technical assistance to campus instructional and technology committees on access requirements for persons with disabilities.

**Access to Electronic Information:** Develop and maintain a current resource bank of access strategies for the various types of electronic information used by the college including Web Pages, kiosks, etc.; provide group in-service and one-on-one assistance to faculty/staff in their design and redesign of electronic information to assure the information is provided in an accessible format; provide technical assistance to campus technology, public information, and other committees, on access requirements for persons with disabilities.

**Other Duties:** Act as primary contact person to faculty, staff and external agencies for questions related to alternate media, access to distance education, and electronic information for the disabled; install, configure and maintain approved access technology equipment and software across campus. Examples: screen reading, voice recognition, magnification, and Braille hardware and software. Survey current access technology needs of the college and develop an access technology plan; identify and recommend for purchase, specific access technology software, hardware and/or services; assist in the recruitment, hiring, training, scheduling and provide work direction to hourly help; keep current regarding new access

## **ALTERNATE MEDIA SPECIALIST cont'd**

technology guidelines/laws relating to individuals with disabilities, alternate media, distance education and electronic information.

### **Organizational Relationships**

This class reports to the appropriate supervisor and administrator of Disabled Students Programs and Services. Some workload may be directed by the Director of Instructional Technology or the Assistive Technology Instructor.

### **Desirable Qualifications Guide**

#### **Training and Experience**

Any combination of training and/or experience equivalent to the completion of two years of college level coursework in computer science or a related field, and two years of experience with adaptive computer technology (software and hardware) as a user or technician. Familiarity with the Americans with Disabilities Act (ADA). AA/AS degree in computer science desired, but not required.

#### **Knowledge and Abilities**

Knowledge of: assistive technology for persons with disabilities; pertinent legislation and regulations relevant to information access for persons with disabilities.

Ability to: **Exercise a high degree of independent judgment.** research, evaluate and implement production of alternative media for persons with disabilities; assess the state of the college regarding compliance with mandated access requirements related to curriculum, distance education, and all types of digital and non-digital sources of information; ensure Web Page accessibility; demonstrate effective interpersonal skills in order to interact successfully with faculty, students, staff, vendors and community members; develop and deliver presentations and training seminars; conduct meetings; collect data, compile complex reports and meet deadlines; problem solve and demonstrate creativity regarding access issues; plan, organize and schedule programs and projects; evaluate processes and products and make recommendations for improvement; communicate well orally and in writing.