

College of Alameda
Alameda, CA

Job Specification

ALTERNATE MEDIA TECHNOLOGY SPECIALIST

Disabled Students Programs & Services
(Range 70, \$3,177.00 - \$3,854.00/Month)
Local 790, SEIU

CLASS PURPOSE

Under the direction of the Assistant Dean of Student Services for Disabled Students Programs and Services or the designee, oversees the production of alternate media enabling students with a disability access to all instruction services provided by the college. Serves as primary contact person on campus as it relates to media access for students with disabilities. This will include the production of alternate print material (E-text, Large print, Braille, Audio Recording, Etc.); provides consultation and conducts workshops for the college on issues of access for students with disabilities to electronic media (Closed/Open Captioning, Kiosks, Teleconferencing, Descriptive audio, Phone services, etc.); provides consultation on issues of access to Distance Education (Accessible Web Page Design, Frames, Alt Tags, Layout, Etc).

DUTIES AND RESPONSIBILITIES

Serves as liaison between college staff, students with disabilities and the DSPS program to secure and translate instructional and student services materials into an alternate format in a timely manner.

Provides guidelines to college staff on appropriate formatting of documents and information.

Communicates Internet concepts including accessible web page design, Universal Accessibility and alternate media transcription.

Scans text material using Optical Character Recognition software and transcribes it to E-text for alternative forms of output ...large print, voice, Braille, audio recording, etc.; arranges for other transcription services in a timely manner; works in a collaborative college environment.

Produces information in alternate formats.

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

Develops and maintains 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, Phone Registration, etc.; and for distance education.

Provides group in-service and one-on-one assistance to college faculty and staff in their design and development of electronic information and to assure they meet access guidelines in their design and development of web page and distance education materials.

Provides technical assistance on meeting alternative media requirements to Instructional and Student Services areas and appropriate committees.

Attends statewide training sessions and provides Alternative Media orientation training to college staff; learns and develops the implementation of new and emerging technologies according to college plan; may recruit, select, train, and oversee Work Study assistants, temporary staff and volunteers.

Assists in the development and implementation of goals, objectives, and priorities in providing access to media and distance education for students with disabilities.

Provides technical assistance to campus instructional and on-access requirements relative to distance education for persons with disabilities; provides technical assistance to campus instructional staff and on access requirements relative to distance education for persons with disabilities.

Develops and maintains a current resource bank of access strategies for distance education.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of college students.
2. Two (2) years of experience installing, updating, and troubleshooting computer software and maintaining computer hardware, or an A.A. or A.S. Degree in Computer Science, Electronics, or Computer Support; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position. Applicant must provide a copy of official transcript with the Classified Employment Application Form if applying on the basis of an A.A. or A.S.

Degree.

3. Knowledge of:
Browsers and Navigating the Internet; Working knowledge of Web page development and design.
General issues of web access for students with disabilities.
4. Basic knowledge of operating systems and network operations.
5. Thorough knowledge of standard application software.
6. Basic knowledge of adaptive technology for persons with disabilities.
7. Strong skills in media technology, communication and problem solving.

DESIRABLE QUALIFICATIONS

1. Knowledge of:
Issues of web access for students with disabilities.
Optical Character recognition, scanning and transcription of electronic media to alternate formats.
Video Media Production (inclusive of real Time Captioning)

ENVIRONMENTAL DEMANDS

Occasional work performed alone
Constant work around and with people

TOOLS AND EQUIPMENT USED

Adaptive hardware equipment (e.g., braille embosser, braille printer, scanner, speech synthesizer and other related adaptive equipment)
Standard office machines and equipment
Telephone
Computers

For more information:
Helene Maxwell, Coordinator
Programs and Services for Students with Disabilities
hmaxwell3@earthlink.net
(510) 748-2326