

**Desert Community College District
Alternate Media Specialist-High Tech Center**

Basic Function

Under direction of the Director, Disabled Students Programs and Services, coordinates and performs highly complex and specialized work related to the development and provision of alternate media; produces and translates information into alternate formats as appropriate; assists students in accessing available technologies and materials; recommends and utilizes complex alternate media equipment; and performs related work as assigned.

Representative Duties

Essential Functions

1. Proactively collaborates with instructors, DSP&S staff, and the campus bookstore to process and deliver educational materials in alternate media to DSP&S students in a timely manner.
2. Translates books, examinations, study guides, and other media in alternative formats in order to provide access to individuals with various disabilities; coordinates materials to be converted into Braille, audio, large print, e-text and other formats; utilizes a variety of computer software and hardware tools to convert information into the format required by students.
3. Verifies eligibility for alternate media services.
4. Provides demonstrations to students and other alternate media users regarding available tools; shows users how to access technology and develop proficiency with the resources; answers user questions and helps resolve problems.
5. Uses highly specialized technology and equipment, including but not limited to high-speed scanners, Braille, tactile graphics, closed circuit televisions, Kurzweil, and mobility devices to accomplish work objectives.
6. Collaborates with faculty to facilitate the adoption of accessible textbooks, multimedia, and online educational materials.
7. Consults with DSP&S staff and students to assess alternate media processes and identify areas of improvement with the quality and timeliness of service.
8. Maintains detailed records of alternate media transactions, including request and order fulfillment dates, progress towards completion, and a searchable database of all alternate media materials.
9. Evaluates alternative media access processes and procedures; plans, develops and presents recommendations regarding methods and techniques for improving program administration.
10. Serves as a technical resource to others regarding alternate media access; explains and interprets laws, policies, regulations and procedures to faculty, students, staff and the general public; serves on committees and task forces; stays current on access technology guidelines and laws.
11. Performs research on alternate media access methods, mechanisms and processes;
12. Develops complex technical documents; tabulates and summarizes data; identifies trends and

concerns; prepares summary reports.

13. Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
14. Organizes, plans and develops work accomplishment time lines.
15. Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
16. Assist individual and small groups of students in an instructional setting; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues; tutor students in accordance with established guidelines.
17. Access and compile student rosters for classes requiring lab assignments; enter class data in applicable software programs; update and maintain software databases.
18. Prepare a variety of instructional and operational materials; set up and operate various audio-visual, computer and other teaching aids as assigned; assist students in utilizing instructional equipment and programmed materials; orient and monitor students in the use of microcomputers; remain current concerning instructional software.
19. Assist in training new faculty, staff and student workers on variety of software, policies and procedures. Develop training aids in a variety of formats including electronic presentations. Coordinate and give tours of lab to students and faculty. Assign tasks and monitor progress of student workers.

Other Functions

20. Perform a variety of clerical duties including answering telephones, preparing instructional materials and other related duties; register new students as assigned.
21. Perform other related duties as assigned.

Knowledge and Abilities

Knowledge of

- Adaptive software, hardware, and other resources used for translating and developing standard media into alternate formats.
- Correct grammar, spelling, and punctuation.
- Modern office methods, procedures. and practices.
- Needs and requirements of students with disabilities.
- Assistive technology and electronic information equipment, software, and programs for individuals with various disabilities.
- Pertinent federal, state, and local laws, codes, rules, regulations, policies, and procedures related to area of assignment such as Section 503 and Section 508 of the U.S. Rehabilitation Act of 1973; Americans with Disabilities Act of 1973; California Government Code 7405; W3C WCAG 2.0 Level AA web content accessibility standards; Assistive Technologies Act of 1998; ICT accessibility best practices.
- Copyright law; electronic media, Closed/Open Captioning, Kiosks, Teleconferencing,

Descriptive audio, Phone Services.

- Distance education access guidelines, on-line programs, and course delivery.
- Interpersonal skills including tact, patience and courtesy; and oral and written communication skills.
- Public speaking and presentation techniques.
- Telephone techniques and professional etiquette.
- Data collection and basic research principles and practices; record keeping techniques.
- Confidentiality rules and procedures, especially with regard to FERPA.
- Principles and practices of providing training, work direction, and guidance.

Ability to

- Use specialized technology, including optical character recognition software.
- Communicate effectively both orally and in writing.
- Meet schedules and deadlines.
- Organize and maintain files.
- Plan, organize, and prioritize work.
- Establish and maintain positive and effective working relationships with others.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.
- Translate and develop standard media into alternate formats using hardware, software and various technology tools.
- Use available technologies as tools.
- Understand and independently carry out oral and written instructions.
- Learn, interpret and successfully apply office policies, procedures, rules and regulations.
- Comply with state and program reporting requirements.
- Communicate effectively in both oral and written form.
- Operate and install software, assimilate new software releases.
- Write documentation and understand computer manuals.
- Prioritize work and give attention to detail with a keen sense of urgency and organization.
- Use appropriate and correct English, spelling, grammar and punctuation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would

be:

- Associate's degree with completion of coursework in alternate media production, access technologies for the disabled, computer science, computer applications, digital media, or education of students with disabilities; **AND**
- Two years of experience as an Alternate Media Specialist, or in a position with major responsibilities in the areas of alternate media production and/or access technologies, or the equivalent.

Desired Qualifications

1. Demonstrated knowledge of assistive technology used by Disabled Students Program & Services (DSP&S) such as screen reading, software, text to speech, and dictation software.
2. Professional experience with adaptive equipment such as recording devices, smart pens, and assistive listening devices.
3. Two years of professional experience in a higher educational setting, preferably within a student services office working with students with disabling conditions.

Working Conditions

Environment

Office environment. Constant interruptions. Some weekend and evening responsibility.

Employment Status

- Bargaining Unit Position
- **Range 16**

Adopted: **October 21, 2021**