**ALTERNATE MEDIA SPECIALIST**  
**JOB #SCC879**  
$4,175 - $5,066 per Month

This is a classified position subject to a one-year probationary period.

**DATE POSTED:** April 15, 2015  
**100% Position, 12 MONTHS PER YEAR**  
**CLOSING DATE:** May 08, 2015  
**POSITION LOCATION:** School of Continuing Education, Cypress College-Disability Support Services  
**SCHEDULED SHIFT:** 8:00 a.m. to 5:00 p.m., Monday – Friday  
(Schedule and shift are subject to change in accordance with department needs.)  
**STARTING DATE:** As soon as possible

**TYPICAL DUTIES**

Under the direction of the Director, Disability Support Services oversee the production of alternate media enabling students/staff/community members with disability access to all instruction/services provided by the college. Serve as primary contact person on campus as it relates to media access for students with disabilities. Provide technical assistance to college staff and faculty regarding legal requirements and technology for making all types of media accessible. Consult on issues of access to Distance Education. Oversee the production of alternate media enabling students/staff/community members with disability access to all instruction/services provided by the college; includes the production of alternate print material, such as E-text, Large print, Braille, Audio Recording, etc., consultation to the college on issues of access for students with disabilities to electronic media, such as Closed/Open Captioning, Kiosks, Teleconferencing, Descriptive audio, Phone Services, etc. Request supplies, hardware, software and materials; contact vendors for competitive prices and recommend purchases; maintain accurate inventory of supplies, materials and equipment; request and receive instructional materials for assignments. Maintain accurate records related to the production of media, permission received from the appropriate source and priority of media produced; update and maintain progress records of various assignments. Provide students with assistance and training in the operation of various adaptive computer technologies and adaptive equipment. Maintain records on configuration and location of all access technology across campus; assist Instructional Technology services with installation and configuration of access technology across campus. Provide group in-service and one-on-one assistance to college personnel in their design and development of electronic information to assure they meet access guidelines; provide technical assistance and consultation to campus community, including Book Center, Library, computer labs, career development and to management, faculty and classified committees on access requirements for persons with disabilities. Research and stay abreast of current and emerging technologies in the alternate media field; maintain a database with accurate and complete records of all materials/orders and archives e-texts and captioned media. Develop and maintain a current resource bank of access strategies for distance education; provide assistance to college personnel in their design and development of web pages and distance education materials to assure they meet access guidelines. Maintain a positive, helpful, and constructive attitude and effective working relationships with supervisors, co-workers, and other faculty and staff, students and the community. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Train and provide work direction and guidance to others as directed. Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic backgrounds of students. Perform related duties as assigned.

**QUALIFICATIONS**

Education and Experience: An Associate degree from an accredited college/university **AND** two (2) years of experience using technology to create alternate media formats. Training in the field of assistive technologies/alternate media.

Knowledge of: The special needs and requirements of disabled students; assistive technology and electronic information equipment, software, and programs for individuals with various disabilities; applicable state and federal laws, such as sections 508 and 504 of the Rehabilitation Act, AB422 and copyright law; electronic media, such as Closed/Open Captioning, Kiosks, Teleconferencing, Descriptive audio, Phone Services, etc.; Distance education access guidelines for community colleges; on-line program and course delivery, effective web page design, layout, and maintenance; District organization, operations, policies and objectives; Correct English usage, grammar, spelling, punctuation, and vocabulary; record keeping procedures; appropriate software and databases.

Ability to: Provide group and one-on-one in-service training to college personnel on a variety of alternate media issues; troubleshoot computer software and hardware problems relative to the production of alternate media; produce alternate print material, such as E-text, Large print, Braille, Audio Recording, etc.; interpret, apply and explain laws, regulations, policies and procedures; assess, analyze, implement and evaluate research project activities; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; communicate efficiently both orally and in writing; supervise, train and provide work direction to others; establish and maintain effective working relationships with others.

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**OVER**
APPLICATION PROCEDURE

Applicants MUST submit the following items:

1. **District Classified Application:**
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2. **Cover letter and resume addressing job qualifications and responsibilities:**
   Cover letter and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume attached will be deemed incomplete and will not be considered.

3. **Copy of official/unofficial transcripts with the degree posted:**
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #SCC879, Alternate Media Specialist in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**
Completed applications must be received in the Human Resources office on or before May 8, 2015, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veterans status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu