

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Alternate Media Specialist	Range:	41
Date Revised:		Date Approved:	April 14, 2015

### PRIMARY PURPOSE

Under the direction of the Director, Disabled Student Programs & Services oversees the production of alternate media enabling students/staff/community members with 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. Provides technical assistance to college staff and faculty regarding legal requirements and technology for making all types of media accessible. Consults on issues of access to Distance Education.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Oversees 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.
2.	Requests supplies, hardware, software and materials; contacts vendors for competitive prices and recommends purchases; maintains accurate inventory of supplies, materials and equipment; requests and receives instructional materials for assignments.
3.	Maintains accurate records related to the production of media, permission received from the appropriate source and priority of media produced; updates and maintains progress records of various assignments.
4.	Provides students with assistance and training in the operation of various adaptive computer technologies and adaptive equipment.
5.	Maintains records on configuration and location of all access technology across campus; assist Instructional Technology services with installation and configuration of access technology across campus.
6.	Provides 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; provides 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.
7.	Researches and stays abreast of current and emerging technologies in the alternate media field; maintains a database with accurate and complete records of all materials/orders and archives e-texts and captioned media.
8.	Develops and maintains 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.
9.	Maintains a positive, helpful, and constructive attitude and effective working relationships with supervisors, co-workers, and other faculty and staff, students and the community.

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10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Trains and provides work direction and guidance to others as directed.
12.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Alternate Media Specialist maintains frequent contact with students, faculty, staff, management, the community, various departments and outside agencies.

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**EDUCATION AND EXPERIENCE**

Minimum Qualifications

An Associate degree from an accredited college/university.  
 Two years of experience using technology to create alternate media formats.  
 Training in the field of assistive technologies/alternate media.  
 Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

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Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.  
Knowledge of record keeping procedures.  
Knowledge of 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.  
Ability to troubleshoot computer software and hardware problems relative to the production of alternate media.  
Ability to produce alternate print material, such as E-text, Large print, Braille, Audio Recording, etc.  
Ability to interpret, apply and explain laws, regulations, policies and procedures.  
Ability to assess, analyze, implement and evaluate research project activities.  
Ability to analyze situations accurately and adopt an effective course of action.  
Ability to plan, organize and prioritize work.  
Ability to meet schedules and time lines.  
Ability to work independently with little direction.  
Ability to understand and follow oral and written directions.  
Ability to communicate efficiently both orally and in writing.  
Ability to supervise, train and provide work direction to others.  
Ability to establish and maintain effective working relationships with others.

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**SPECIAL REQUIREMENTS**

May require a Valid California Driver's License

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**WORKING CONDITIONS**

College or District office environment; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; sitting or standing for extended periods of time; seeing to read a variety of printed materials and information on a computer screen for extended periods of time; hearing to transcribe auditory material into print and other alternate formats; ability to lift objects of medium weight (less than 50 pounds) on an occasional basis.

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