



ALTERNATIVE MEDIA SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	56	07/01/2017	Classified	1 of 3

DEFINITION

To coordinate and arrange for the conversion of a wide variety of instructional materials for students with visual, audio, or related disabilities, and students with special information processing needs; to serve as a campus resource and trainer on disability-related technology; and to train students on and coordinate access to assistive technologies.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Adapts and/or supervises the production or adaptation of a wide variety of instructional and related materials into a format that can be readily accessed by students with visual, audio, or related limitations.
- Provides technical assistance and consultation to the campus community on access requirements and laws for persons with disabilities.
- Designs, develops and delivers one-on-one or small group training on instructional assistive computer technologies for students with learning, visual, hearing, or physical disabilities.
- Performs set up and maintains a variety of equipment and adaptive computer software and hardware.
- Maintains a database of strategies for adapting informational and instructional materials into formats that can be readily accessed by persons with disabilities.
- Serves as a resource on access to e-learning and distance learning issues.
- Serves as a Disabled Students Programs and Services/Disability Support Services (DSPS/DSS) liaison to a variety of departments and divisions campus wide to support access to instructional and informational materials; maintains college DSPS/DSS website.
- Arranges for and schedules teleconferencing equipment, phone services, etc.
- Coordinates the installation, configuration, and maintenance of various adaptive equipment and technologies.
- Trains faculty members, staff, student assistants and students in the use of adaptive equipment and software.
- Obtains permission to reproduce materials in Braille or large print as required.
- Orders, receives, catalogs, ships, and maintains inventory records of instructional materials.
- Performs related duties as assigned.



ALTERNATIVE MEDIA SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	56	07/01/2017	Classified	2 of 3

MINIMUM QUALIFICATIONS

Knowledge of:

- Equipment, computer software, and up-to-date technologies used to adapt a variety of instructional and informational materials into formats easily accessible by persons with disabilities.
- E-learning and distance learning access issues.
- Accessible hardware, such as, but not limited to: closed circuit TVs, accessible keyboards and mouse, monitors, desks, Braille note, recorders, alphas smarts, laptops connections, interpreters, classmate readers, and victor streams.
- Materials and media necessary for Braille writing.
- Resources available for the reformatting of instructional and informational materials into formats accessible by persons with disabilities.
- Educational barriers of persons with special learning needs.
- Basic principles of mechanics used in the set-up and operation of adaptive equipment.
- American Disabilities Act (ADA) and Section 508 and how it pertains to students with disabilities.

Skill/Ability to:

- Coordinate the production or adaptation of informational and instructional materials into formats easily accessible to persons with disabilities.
- Create tactile graphics and maintain accessible web sites.
- Set up and maintain materials and media necessary for Braille writing.
- Set up and maintain equipment used to provide access to information in alternate media formats.
- Troubleshoot software and hardware configurations and problems.
- Duplicate audio and video materials.
- Train others to operate instructional media equipment properly.
- Learn characteristics of new systems and equipment and update technical skills to adapt to changing technology.
- Maintain equipment and supply inventories.
- Communicate information effectively to persons with disabilities.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.



ALTERNATIVE MEDIA SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	56	07/01/2017	Classified	3 of 3

EXPERIENCE AND TRAINING

- Two (2) years of experience formatting instructional materials for use by persons with disabilities.

OR

- One (1) year of experience providing computer or software technical assistance in an instructional or educational setting.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college, with a major in English, computer science, electronics, liberal arts or a related field, or the equivalent.

Adopted: 07/01/17