FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Alternative Media Specialist

BASIC FUNCTION:

Under the direction of the Dean or his/her designee, act as a resource and provide technical assistance and faculty support to campus instructional and technology areas on access requirements for persons with disabilities. Oversee the production of alternative media including Braille, large print, E-text and audio. Consult with the college on issues of access to electronic media and to Distance Education. Establish and maintain electronic library of course materials converted to alternate media. Assist in the development of guidelines and provide technical support for access in the curriculum, distance education, web page development and other electronic information sources. Develop and implement training programs designed to assist faculty in understanding access requirements for persons with disabilities. Assist in installation and set up of hardware/software configurations of adapted computer technology in the adapted computer lab and in other locations campus-wide.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Act as a resource and provide technical assistance and faculty support to campus instructional and technology areas on access requirements for persons with disabilities.

2. Serve as a liaison between faculty, staff, students and DSP&S program to secure and translate instructionally related materials into alternate formats in a timely manner.

3. Provide guidelines to faculty and staff for formatting documents and information.

4. Produce materials in alternative formats such as Braille, large print, E-text and audio.

5. Serve as a liaison to publishers, the statewide alternate media center, and community agencies utilized on contract to produce alternate media.

6. Set up and operate alternate media equipment.

7. Develop and maintain a current resource bank of access strategies for distance education delivery systems, including on-line and televised materials.

8. Provide group in-service and one to one assistance to faculty in their design of distance education offerings to assure they meet access guidelines.

9. Serve as a resource to campus instructional and technology groups, public information and other committees on meeting access requirements, as required.

10. Develop and maintain a current resource bank of access strategies for mediums used by the college including instructional materials, web pages, videotape materials, kiosks, etc.

11. Collaborate with ETS and other campus departments to develop, modify, or implement training in course development and design to assure the information is provided in an accessible format.

12. Maintain a database on the intranet of available District materials in accessible formats.

13. Continuously research and improve instructional delivery methods and operations with the assistance of faculty, vendors and development team members.
14. Other related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:
1. Assistive technology and alternative media formats, including alternative input/output devices, E-text translations to Braille, large print, speech output, video media and closed captioning.
2. Adaptive software and hardware, instructional and web page design.
3. Pertinent legislation and regulations relevant to information access for persons with disabilities.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Research production of alternate media available for persons with disabilities.
3. Work with the Educational Technology Services (ETS) team and coordinate with DSP&S and instructional units to provide necessary services.
4. Interact effectively with faculty and staff from diverse disciplines.
5. Work with faculty to customize solutions for students with disabilities.
6. Maintain accurate records, establish priorities, organize and schedule work projects.
7. Communicate effectively both orally and in writing.

EDUCATION:

Any combination of education and experience equivalent to a bachelor's year degree in a related field and one year experience with adaptive technology preferred.

WORKING CONDITIONS:

Environment:
1. Office environment.

Physical Abilities:
1. Dexterity of hands and fingers to operate a computer keyboard, instructional design aids and equipment.
2. Seeing to read various materials.
3. Reaching overhead, above the shoulders and horizontally.
4. Sitting or extended periods of time.
5. Hearing and speaking to exchange information in person or on the telephone.

DATE APPROVED: JUNE 6, 2001
RANGE: N-60
EEO-CATEGORY: H:30