

ALTERNATE MEDIA ACCESS SPECIALIST

DEFINITION

Under direction, 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; surveys campus access needs and proposes alternate media access plans; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized stand-alone class within the Yosemite Community College District (YCCD). Positions in this class provide specialized technical and hands-on assistance to students, faculty and staff by developing and implementing access tools for students with special needs through distance education, alternate media, and various electronic information services. Incumbents have specialized responsibilities that require advanced technical knowledge of the assigned subject area in order to make decisions and complete assignments.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a Dean or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Translates books, examinations, study guides, and other media in alternative formats in order to provide access to individuals with physical or learning disabilities; converts materials into Braille, MP3, 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, faculty and/or employees.
- Produces open and closed video captioning, transcribes audio documents, and describing acoustical information.
- Meets with students to review their Student Educational Contract; verifies eligibility for alternate media services.
- Work with counselors to develop the most effective courses of action in difficult student cases regarding accessibility.

- 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.
- Uses highly specialized technology and equipment such as high speed scanners, Braille machines, tactile graphics machines, closed circuit televisions, Kurzweil reading machines, and Madentec mobility devices to accomplish work objectives.
- Surveys campus assistive technology access needs; identifies gaps and unmet needs; recommends the procurement of equipment and supplies to meet those needs.
- Resource and support for online education committee and on campus learning center.
- (Covered in bullet 4)
- Remote helpdesk support for students using online learning platform used by the college and access codes for ebooks/materials from different publishers.
- (Covered in Supervision above) (Covered in “Distinguishing Characteristics”)Evaluates alternative media access processes and procedures; plans, develops and presents recommendations regarding methods and techniques for improving program administration.
- 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.
- Performs research on alternate media access methods, mechanisms and processes; performs technical data analyses and comparisons; compiles, prepares and presents data to management for evaluation.
- Develops complex technical documents; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- Develops, prepares, recommends and monitors budgets for assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compile, analyze, calculate and retrieve budget reports.
- Prepares quotes, bids and purchase requisitions; receives and processes invoices and forwards for payment.
- Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Independently responds to routine inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may update web pages.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard indoor office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Adaptive software, hardware and other resources used for translating and developing standard media into alternate formats.
- Braille machines, tactile graphics machines, closed circuit televisions, Kurzweil reading machines, Madentec mobility devices and similar tools.
- Accessibility guidelines and laws for individuals with disabilities (Americans with Disabilities Act, Sections 504 and 508 of the Vocational Rehabilitation Act).
- General functions, policies, rules and regulations of a community college.
- Modern office methods and practices.
- Strong public and interpersonal communication, planning and organizational skills.

Ability to:

- 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.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit and stand for long periods, move about an office, occasionally reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.

- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of an associate's degree from an accredited college or university, with major course work in computer science or a closely related field.
- Experience: Four years of increasingly responsible experience involving the use of and instruction on adaptive computer technology. One year in an academic setting is desirable.

Special Requirements:

- None

Class Adopted: 03/01/09
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