

**ALTERNATE MEDIA ACCESS TECHNICIAN****DEFINITION**

Under the general supervision of the area Dean and within a broad framework of standard policies and procedures, survey the access technology needs of the campus and develop an access technology plan. Provide technical and hands-on assistance to faculty and staff regarding access by students with special needs using distance education, alternate media, and other electronic information services.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized job class series 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**

- Act as primary contact person to staff and faculty and external agencies for questions related to alternate media, access to distance education, and electronic information for the disabled.
- Assist IT staff with the setup of access technology equipment by specifying settings required for installation.
- Survey current access technology needs of the college and develop an access technology plan.
- Identify and recommend for purchase specific access technology software, hardware, and/or services.
- Provide one-on-one and group training for faculty and staff in the areas of access technology, alternate media, distance education, and electronic information.
- Assist in the recruitment, hiring, training, scheduling, and supervision of hourly help to provide technical and instructional support for students/staff using access technology.
- Serve as resource person/liaison to external agencies and campus entities dealing with issues of and requirements germane to access technology.
- Assist in performing research and development with new access technology that may be suitable for implementation in our environment.
- Assist in coordinating the computer needs of Disability Services.
- Advise on the development and implementation of a process to meet college Braille and captioning needs.
- Develop and maintain a current resource bank of access strategies for the various types of disabilities that students have and for the various instructional and information media used by faculty and staff.
- Produce information in alternate formats.

- Keep current regarding new access technology guidelines/laws relating to individuals with disabilities, alternate media, distance education, and electronic information.
- Participate in district/college committees/organizational units to advise on access technology requirements.
- Assist individual units to incorporate access needs into their comprehensive planning process to ensure that these needs are identified in the college's Comprehensive Plan.
- Attend job-related workshops and seminars to maintain knowledge of the latest access technology.
- Maintain a resource database of college access technology software and equipment.
- Demonstrate and utilize excellent interpersonal skills.
- Perform other related duties.

### 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.*

#### **Education and Experience:**

- **Education:** Equivalent to the completion of two years of college-level coursework in computer science or a closely related field. AA/AS degree in computer science desired, but not required.
- **Experience:** Two years of experience with adaptive computer technology (software and hardware) as a user or technician. Familiarity with the Americans with Disabilities Act (ADA).

#### **Knowledge of:**

- General functions, policies, rules and regulations of a community college.
- Proper office methods and practices including filing systems
- Microsoft network concepts and stand-alone systems
- Principles and techniques of studying work processes for new and revised electronic computer applications.
- Accessibility guidelines and laws for individuals with disabilities (Americans with Disabilities Act, Sections 504 and 508 of the Vocational Rehabilitation Act).
- Installation, maintenance, and configuration of software programs.
- Strong public and interpersonal communication, planning, and organizational skills.

#### **Ability to:**

- 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.
- Use good judgment.
- Communicate effectively in both oral and written form.
- Operate and install software and 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.
- Perform arithmetical calculations with speed and accuracy.
- Use available technologies as tools.
- 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.

**TYPICAL WORKING CONDITIONS**

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

*Class Adopted: 03/01/09*

*Class Amended:*