ACCESS TECHNOLOGY/ALTERNATIVE MEDIA SPECIALIST

BASIC FUNCTION

Under the direction of an assigned supervisor, provide leadership in access technology and alternative media for use by faculty and staff to benefit disabled persons. Provide expertise in web page design and distance education delivery methods to ensure accessible formats for disabled persons. Work to develop and maintain district guidelines for electronic and information technology conformance with legal requirements. Oversee the conversion of print materials and video to an alternative media format.

DISTINGUISHING CHARACTERISTICS

Employees in this classification are required to be fully trained in all procedures related to access technology and alternative media in their area of assignment and knowledgeable of applicable American Disabilities Act (ADA) requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Develops and maintains a current resource bank of access strategies for the various types of disabilities.

2. Assist in accessible Web page design, accessible distance education and student services delivery systems, and other electronic information systems.

3. Assist faculty and staff in the design and redesign of accessible distance education offerings and electronic information.

4. Provides technical assistance to campus instructional and technology committees, as well as public information on access requirements for persons with disabilities.

5. Serves as a liaison between faculty, students, and the Disabled Student Services program to secure and translate instructional materials into alternate formats.

6. Provides guidelines to employees for formatting documents and information to ensure easy translation into an alternate format.

7. Serves as liaison to the statewide alternate media centers and to community agencies utilized on a contract basis to produce alternate media.

8. Installs and supports assistive access technologies in classrooms, computer labs and general student use areas.

9. Monitors the operation of computer equipment, software applications and assistive technologies; identify operational and equipment problems and confer with staff and vendors to correct problems; and test operate new and modified software.

10. Serves as a technical resource for employees on the use of assistive technologies.

11. Maintains a preventive maintenance schedule for computer systems and assistive technology equipment.

12. Makes recommendations on the purchase of computer systems, associated peripherals, software, and assistive technologies; analyzes and prepares proposals describing benefits and limitations of various assistive technologies, software, and training materials.

13. Maintains a technical reference library of assistive technology resources, software, and hardware.

14. Performs other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Disability laws applicable to higher education.
- State and national disability resources.
- Rehabilitation training and information design.
- Current trends and developments in access technology.
- Access strategies and requirements for various disabilities.
- Alternative media and print formats.

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- Principles and basic operations of computer systems and peripheral components.
- Basic computer application documentation techniques.
- Distance education development and practices.
- Web page development and access strategies for persons with disabilities.
- Operating system and standard application programs.
- Concepts of cloud-based applications and communications.
- Programming languages.
- System requirements and analysis documentation.
- Techniques and practices in utilizing assistive technology software and equipment.

Skills and Abilities To:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with other employees.
- Provide supportive guidance and training to others.
- Plan and organize work to meet timelines.
- Work independently and confidentially.
- Analyze campus-wide access technology needs.
- Produce media and print in alternate formats.
- Read and interpret computer hardware and software installation and maintenance instructions and other detailed written and oral instruction.
- Configure software to appropriate hardware.
- Perform basic diagnostic checks and take appropriate corrective action.
- Design, develop and implement web pages.

Education and Experience:

An associate degree plus two (2) years of experience in computer science, computer information systems or a related field or equivalent combination of education and experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

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WORKING CONDITIONS

Work Environment:

Classroom and office environment.

Physical Demands:

Sitting for extended periods of time at a desk, conference table or in meetings of various configurations; operate classroom and office equipment computers, and related peripherals; technical and process documentation reading capability both in print and using technology systems; reaching in all directions; bending and twisting; ability to lift and carry 25 pounds.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Ability to work well with others; ability to communicate so others will be able to clearly understand; ability to understand/interpret spoken and written communications, including technical documentation.