

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ALTERNATIVE MEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex technical tasks related to the installation, configuration, and use of assistive equipment for the disabled.

REPRESENTATIVE DUTIES:

Provide for the installation, configuration and maintenance of alternative media using a variety of computer peripherals and equipment. *E*

Review and communicate adaptive access issues related to college web pages; provide resource information, training and support for universal access; provide access assistance in web design. *E*

Maintain knowledge of current trends and developments in the computer field, as well as advances and changes in assistive technology. *E*

Provide training on adaptive technology to faculty, staff and students to ensure that instructional materials are provided in various accessible formats, depending on students' disability-related needs; network with regional and state agencies to ensure appropriate services are made available to students. *E*

Coordinate and develop a process to meet institutional braille and captioning needs, ensuring that all college information, including college catalog, schedules and brochures, is made available in alternative formats. *E*

Perform conversion of text to alternative media; monitor the provisions of providing Recording for the Blind services and other acquired materials to students. *E*

Survey college access technology needs; identify and recommend adaptive software and hardware. *E*

Provide guidance to faculty in the design and re-design of distance education materials and formats to ensure they meet access requirements. *E*

Provide information to students, faculty, staff and the public regarding the department and the adaptive services provided.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a variety of computer equipment and computer peripherals.

Operation of a variety of adaptive or alternative media software and hardware.

Web design applications.
Access issues and their relationship to technology.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Provide alternative media using a variety of computer peripherals and equipment.
Review and communicate access issues regarding college web pages.
Customize solutions for students with disabilities in a technological environment.
Adapt to technology developments.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in a field that provides the exposure and understanding necessary to accomplish the essential functions and two years experience related to adaptive computer technology, software and/or hardware, as a user or computer technician.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
-
- | | | |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>50</u> lbs. |
| <u>4</u> | j. | Ability to operate office equipment. |
| <u>3</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.