

Alternative Media Specialist

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-exempt	Technical/Paraprofessional	PEU Local One	56	July 2001	Classified	1 of 2

DEFINITION: Under general supervision, coordinates and arranges for the adaptation of a wide variety of instructional and student services related materials for visually impaired students and students with special information processing needs, and, provides advice and consultation to faculty members, staff, and students regarding “access technologies” and the availability of Braille, large print, audio, and related alternate media options.

DISTINGUISHING CHARACTERISTICS: Alternative Media Specialists serve as a resource on “access technologies” and adapt and produce a wide variety of instructional and related materials into a format that can be accessed by students with visual, audio, or related limitations.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Adapts and/or supervises the production or adaptation of a wide variety of instructional and related materials into a format that can be readily accessed by students with visual, audio, or related limitations.
- Provides technical assistance and consultation to the campus community on access requirements for persons with disabilities.
- Maintains a data base of strategies for adapting informational and instructional materials into formats that can be readily accessed by persons with disabilities.
- Serves as a resource on access to E-learning and distance learning issues.
- Sets up and maintains a variety of equipment and adaptive computer software and hardware.
- Arranges for and schedules teleconferencing equipment, phone services, etc.
- Coordinates the installation, configuration, and maintenance of various adaptive equipment and technologies.
- May train faculty members, staff, student workers and students in the use of adaptive equipment and software.
- Obtains permission to reproduce materials in Braille or large print as required.
- Orders, receives, catalogs, ships, and maintains records of instructional materials.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Equipment, computer software, and up-to-date technologies used to adapt a variety of instructional and informational materials into formats easily accessible by persons with disabilities; E-learning and distance learning access issues; materials and media necessary for Braille writing; community and college resources available for the reformatting of instructional and informational materials into formats accessible by persons with disabilities; educational issues of persons with special learning needs; and basic principles of mechanics used in the set-up and operation of adaptive equipment.

Ability To: Coordinate the production or adaptation of informational and instructional materials into formats easily accessible to persons with disabilities; set-up and maintain materials and media necessary for Braille writing; set-up and maintain equipment used to provide access to information in alternate media formats; duplicate audio and video tapes; train others to operate instructional media equipment



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properly; learn characteristics of new systems and equipment and update technical skills to adapt to changing technology; and, maintain equipment and supply inventories.

Education/Training: Equivalent to an Associates Degree in English, Computer Science, Electronics, or the Liberal Arts.

Experience: One year of paid or volunteer experience formatting or reformatting instructional or informational material for use by persons with disabilities or one year of experience providing computer or software technical assistance in an instructional or educational setting.

License/Certification: None.

Desirable Qualifications: Knowledge of Braille or American Sign Language is desirable.

Actions: Newly created classification adopted by the Governing Board 07/18/01.