GLENDALE COMMUNITY COLLEGE DISTRICT   **CLASS DESCRIPTION**

ALTERNATE MEDIA TECHNOLOGY SERVICE PROVIDER
(Grant-funded position)

DEFINITION

Provides technical assistance to the campus regarding access to media, distance education, and electronic information for persons with disabilities. Please note this is a grant-funded position that will terminate when grant funding is depleted.

SUPERVISION EXERCISED AND RECEIVED

Supervision is received from the DSPS Senior High Tech Specialist.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Produces alternate media, enabling students/staff/community members with disabilities access to all instruction and services provided by the College. This will include production of alternate print material such as e-text, large print, Braille or audio recording.

Provides access for persons with disabilities to electronic information such as closed/open captioning, kiosks, teleconferencing, audio description, or phone services.

Assists in the development of accessible web page design, frames, alt tags or layout.

Operates and demonstrates assistive technology. Assembles appropriate assistive technology demonstration materials.

Trains students in the use of alternate technology.

Communicates and interfaces with the College computer support team, instructional computer lab coordinators, faculty, staff, and students regarding access to technology.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Web access for students with disabilities including but not limited to HTML, page design, frames, alt tags, layout.

Basics of operating systems and network operations.

Standard application software.

Assistive technology including but not limited to screen readers, voice recognition, screen magnification, text to speech.

Scanning and transcription of media to alternate formats, for example, captioning alternate print material including but not limited to Brailling, audio-recording, text enlargement.

QUALIFICATIONS (continued)

Mission and organization of community colleges including an understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.

Ability to:

Develop accessible media, distance education and electronic information for persons with disabilities.

Establish and maintain effective working relationships with staff, faculty and outside agencies.

Speak, read and write English at a college-level.

Ability to multi-task and track numerous projects concurrently.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree with major coursework in computer science, computer information systems, or multi-media from an accredited college or university or equivalent work experience.

Must have experience as an instructor, tutor or working with students with disabilities in the field of education or in service for people with disabilities.

Special Note:

Evening and weekend hours may be required.