

**ALTERNATE MEDIA FACILITATOR**  
(Classified Bargaining Unit Position)  
(Range 39)

**DEFINITION**

Under the supervision of the Disabled Student Programs and Services Director, the Alternate Media Facilitator provides technical assistance to faculty, staff and administrators regarding alternate print material, access to distance education and access to electronic information; and performs other related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Alternate Media Facilitator is distinguished by the requirement that he/she perform duties related to meeting the legal requirements for accessibility and responding to and coordinating the production of materials in alternate media in a timely manner. The legal requirements apply to students in the classroom environment as well as any other persons visiting the college who request any publication the college offers to the general public, such as the college catalogue, announcements about cultural or recreational events sponsored by the college, job announcements, etc., in alternate media. Provision for materials in alternate media is a shared college responsibility and, therefore, requires the Alternate Media Facilitator to possess skills in working with college faculty and staff.

**ESSENTIAL FUNCTIONS**

- Plan and coordinate alternate media services with the Assistive Technology Specialist;
- Make information available in accessible format to persons with disabilities (e.g. audio, Braille, tactile graphics, large print, or electronic text);
- Review all existing curriculum, materials and resources and recommend necessary modifications to ensure access for students with disabilities;
- Provide training and support to staff and faculty for access to Distance Education, including the development of accessible web page design, frames, alt tags and layout;
- Operate and demonstrate alternate media technology (e.g. captioning, screen readers, voice recognition devices and screen magnifiers);
- Advise on development and implementation of processes to meet institutional braille and captioning needs;
- Communicate and interface with the college computer support team, instructional computer lab coordinators, faculty, staff and students regarding access to alternate media;
- Coordinate and oversee the production of documents in alternate format;
- Monitor faculty selection of textbooks, videos, software and other media formats to ensure adherence to current legislative requirements;
- Provide technical assistance to committees, campus technology, public information office, and non-instructional programs on access requirements;
- Implement new and emerging technologies according to the college plan;
- Assist college-wide department users with long-term adaptive computer technology related planning;

- Serve as resource person to external agencies and campus entities dealing with issues of and requirements germane to access technology;
- Effectively analyze situations and problem solve;
- Develop and deliver workshops related to alternate media;
- Identify and recommend for purchase specific access technology software, hardware and/or services;
- Accurately assess the state of the college in accessibility issues related to curriculum, distance education, and all types of electronic and non-electronic sources of information.
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

**Duties may require the physical ability to:**

- see for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit or stand for extended periods of time;
- lift and/or carry 25 pounds;
- exert manual dexterity sufficient for keyboard and other office equipment operation.

(Individuals with disabilities may request reasonable accommodation through the Human Resources Office.)

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

**DESIRABLE QUALIFICATIONS**

**Education:**

- A bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; or other majors related to providing specialized instruction or services to persons with disabilities. OR, an associate degree with one of the majors specified above and experience providing specialized instruction or services to persons with categories

**Experience:**

- Experience providing computerized instruction, specialized instruction or services to persons with disabilities, and assistive technology in-service for staff in an educational environment.

**Knowledge of:**

- curriculum development;
- assessment of learner outcomes;
- standard computer application software;
- micro computer technology;
- computer assisted instruction;
- the needs of students with disabilities, including but not limited to learning disabilities, vision and hearing impairments, mobility impairments and acquired brain injuries;
- pertinent legislation and regulations relevant to information access for persons with disabilities;
- mission and organization of community colleges including an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.
- computer programs necessary for record keeping and databases;
- correct English usage: grammar, spelling, vocabulary and punctuation.

CCCUE Approval:	7/2/01
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