

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 technical 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.

This position supports and promotes student learning outcomes and institutional effectiveness by ensuring state and federal compliance are met and encourages student success through the process.

ESSENTIAL FUNCTIONS

- Plan and coordinate alternate media and assistive technology services
- 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; and
- Provide oversight of DSPS website and update as necessary
- Perform other related duties as required.

QUALIFICATIONS

Education and Experience Required

- Associate's degree or the equivalent from an acceptable accredited institution with completed coursework in alternate media production, access technologies for the disabled, computer science, computer applications, digital media, education of students with disabilities; and
- One year of experience as a computer technician or in a position with major responsibilities in the areas of alternate media production and/or access technologies, or the equivalent, OR
- 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 education setting.

Education and Experience Preferred

- BS in Computer Science or Computer Information Science;
- Experience implementing and supporting Assistance technologies; and
- Demonstrated experience in working with individuals from diverse disciplines to customize access solutions for students with disabilities in a complex technology environment.

Knowledge of:

- Curriculum development;
- Assessment of learner outcomes;
- Standard computer application software;
- Personal 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;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- 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.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- 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.

License and Certificates (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

CCCUE Approval: 07/02/2001;12/17/2019
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