

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ALTERNATE MEDIA TECHNOLOGY SPECIALIST

BASIC FUNCTION:

Under the direction of the Director DSPS, or designee, participate in surveying the assistive technology needs of the district and develop and maintain an Assistive Technology Plan. Provide support and training for faculty, staff and students in the use of assistive software and hardware and assist with the production of information in alternate formats. Install, provide ongoing support for, and maintain hardware/software/assistive technology in High Tech Center and throughout the district to include internet, computerized library resources and instructional computing resources as it pertains to assistive technology needs of the district.

REPRESENTATIVE DUTIES:

Provide assistance and training in the use of a variety of assistive technologies. (E)

Serve as a liaison with DSPS Specialists regarding students' use of High Tech Center; maintenance of High Tech Center including software installation, configuration, inventory and software updates. (E)

Coordinate repairs and updates with District technology support staff. (E)

Install, configure and maintain approved assistive technology equipment and software; such as, screen reading, voice recognition, magnification and Braille hardware and software. (E)

Serve as a resource person relative to District assistive technology needs. (E)

Monitor supplies and equipment and prepare purchase requisitions as necessary; maintain department inventory records, software update and licensing information and training materials. (E)

Provide one-on-one and group training for faculty, staff, and students in the areas of assistive technology, alternate media, distance education and electronic information as directed. (E)

Recruit, train and provide work direction to student assistants. (E)

Advise on development, implementation and maintenance of a process to meet college alternate media needs. (E)

Assist in the development and maintenance of a resource bank of assistive strategies for various disabilities and for the various instructional and information media used by faculty and staff. (E)

Advise staff regarding accessible web page design, universal accessibility in technology and alternate media transcription. (E)

Coordinate the production of information in alternative formats. (E)

Perform related duties as needed.

KNOWLEDGE OF:

Standard application software

Adaptive technology for persons with disabilities

Media technology and problem solving

Oral and written communication skills

A diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students

Interpersonal skills including tact, patience and courtesy

Browsers and navigating the internet

Web page development and design

General issues of web access for students with disabilities

Operating systems and network operations

ABILITY TO:

Work without close supervision, confidentially and with discretion

Establish and maintain cooperative and effective working relationships with faculty, staff and administration in conjunction with DSPS

Perform a variety of planning, scheduling and reporting duties relating to DSPS service provision.

Assist in identifying student concerns and problems, and suggest available alternatives for problem resolution.

Operate a variety of computer equipment (scanners, multimedia projector, CCTV, Braille embosser)

Keep current on knowledge of assistive technology guidelines/laws relating to individuals with disabilities, alternate media, distance education and electronic information.

Work with faculty and staff and external agencies for questions related to alternate media, access to distance education and electronic information for individuals with disabilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an associates degree in computer science, electronics or computer support and two years of experience installing, updating and troubleshooting computer software and maintaining computer hardware.

ENVIRONMENT:

Indoor and outdoor work environment.

PHYSICAL ABILITIES:

Carrying, pushing or pulling.

May 3, 2005

Dexterity of hands and fingers to operate a computer keyboard.

Driving a vehicle to conduct work.

Hearing and speaking to exchange information and make presentations.

Moderate lifting up to 40 pounds.

Reaching overhead, above the shoulders and horizontally.

Walking.