

IMPERIAL COMMUNITY COLLEGE DISTRICT

ACCESS TECHNOLOGY/ALTERNATIVE MEDIA SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

BASIC FUNCTION:

Under the direction of the Chief Technology Officer or assigned supervisor, provide campus wide leadership in the area of access technology to faculty and staff to benefit disabled students. Provide expertise in web page design, distance education delivery methods to ensure accessible format for disabled persons. Work to develop and maintain district guidelines for electronic and information technology (EIT) conformance with requirements specified in Section 508 and Web Content Accessibility Guidelines (WCAG) 2.0. Additionally, oversee the conversion of print materials and video to an alternative media format, (i.e. Braille, closed caption). Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

Access to Distance Education/Electronic Information

- Develop and maintain a current resource bank of access strategies for the various types of disabilities which students may have.
- Knowledge of disability law (as applied to higher education), state and national disability resources, rehabilitation training, and information design (e.g., Web-based technologies).
- Provide both leadership and assistance in accessible Web page design (accessible Web design, principles of Universal Design and understanding of accessibility issues related to emerging web technologies), accessible distance education delivery systems, and other electronic information systems used by the college, i.e. kiosks, voice registration, library services.
- Provide group in-service and one on one assistance to faculty/staff in their design and redesign of distance education offerings and electronic information to assure the information is provided in an accessible format.
- Provide technical assistance to campus instructional and technology committees, as well as public information on access requirements for persons with disabilities.

Production of Alternate Print Material

- Serve as a liaison between faculty, students and the DSS program to secure and translate instructionally related materials into alternate formats (i.e. Braille, large print, closed captioning, etc.) in a timely manner.
- Provide guidelines to faculty and staff for formatting documents and information to ensure that they can easily be translated into an alternate format.
- Serve as liaison to the statewide alternate media centers and to community agencies utilized on a contract basis to produce alternate media.

Campus-Wide Accessible Hardware/Software Support

- Install and support assistive access technologies in classrooms, computer labs and general student use areas to assure system integrity, general safety and operational capability of equipment.
- Monitor operation of computer equipment, software applications and assistive technologies to assure proper execution; identify operational and equipment problems and confer with other District staff and vendors to identify and correct problems; run standard diagnostic procedures to identify equipment and software problems; and test the operation of new and modified software configurations.

- Serve as a technical resource for District employees on the use of assistive technologies; perform analysis and prepare proposals describing benefits and limitations of various assistive technologies, software, and training materials purchase options.
- Maintain knowledge of current trends and developments in access technology.
- Maintain a preventive maintenance schedule for District computer systems and assistive technology equipment.
- Make recommendations on the purchase of computer systems, associated peripherals, software, and assistive technologies.
- Maintain a technical reference library for District assistive technology resources, software and hardware.
- Recruit, select, train and oversee student assistants as appropriate.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Access strategies and requirements for various disabilities.
- Alternative media and print formats.
- Current trends and developments in access technology.
- Principles and basic operations of computer systems and peripheral components.
- Basic computer application documentation techniques.
- Distance education development and practices.
- Web page development.
- Web page access strategies for persons with disabilities.
- Operating system and standard application programs employed on a variety of computers, including Windows-based systems and Macintosh systems.
- Concepts of distributed computing and telecommunication.
- Programming languages.
- System requirements and analysis and documentation.
- Techniques and practices in utilizing standard software applications including word processing, database, telecommunications, graphics, internet, e-mail and spreadsheet software.
- Techniques and practices in utilizing assistive technology software and equipment.
- Tools, equipment and methods of repairing computers and related electronic and communications equipment.
- Basic record-keeping techniques.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with faculty and staff.
- Provide supportive guidance and training to others.
- Plan and organize work to be able to effectively meet timelines.
- Work independently and confidentially.
- Analyze campus-wide access technology needs.
- Produce media and print in alternate formats.
- Read and interpret computer hardware and software installation and maintenance instructions and other detailed and precise written and oral instruction.
- Configure software to appropriate hardware.
- Perform basic diagnostic checks and take appropriate corrective action.
- Design, develop and implement web pages.

EDUCATION AND EXPERIENCE:

Required: At least two years of related college level course work and 2 years or more of experience in a related field or equivalent combination of education and experience.

Desired:

- BS degree in computer science or computer information systems.
- Experience implementing assistive technologies.
- Experience in web page development.
- Extensive knowledge of assistive technology hardware and software.
- Knowledge of laws governing electronic and information technology accessibility in higher education, including, but not limited to, WCAG 2.0 and Section 508.
- Experience providing training and technical assistance on best practices in Web accessibility, design and development.

WORKING CONDITIONS:

Classroom and office environment

PHYSICAL DEMANDS:

Sitting for extended periods of time. Reaching in all directions. Bending and twisting. Lift and carry 25 pounds.