

Sample Alternate Format Specialist Description

Overview

This position involves the provision of alternate media to students with disabilities in accordance with state and federal law that assures students access to their academic coursework. The alternate format specialist assists the Alternate Media Supervisor in the production of alternate media. The purpose of this position is to convert standard print material into an alternative format (electronic or audio) that is accessible for the student. The alternate format specialist creates and maintains online accounts for the institution's learning management system for the dissemination of alternate media to students.

Key responsibilities include

- Prepares materials for electronic conversion (i.e., disassemble and organize textbooks in preparation for scanning)
- Converts course materials into an electronic text
- Reviews and proofreads course material to ensure accuracy and effectiveness of converted text
- Analyzes instructional materials and makes appropriate adjustments to the scanning software and hardware settings and resolution
- Imports scanned files into the appropriate software application based on a student's individualized disability needs
- Manipulates scanned files using appropriate Optical Character Recognition (OCR) tools
- Imports diagrams, charts and graphics into Photoshop or MS Word and creates or manipulates accurate graphical representations that can be converted into tactile graphics
- Adds appropriate tags and audio descriptors and alternate references to tactile images
- Reassembles students' hard copy materials into a re-usable format
- Posts alternative media files for student use
- Comply with federal, state and university copyright laws and protection of distributed alternative media
- Prepare and send e-mail correspondence. Maintains relevant database records. Prepares reports and statistical information. Other duties as assigned.
- Provides instruction and technical support to faculty, staff, and students registered with disability services in using institutional self-scanning stations.

Required Qualifications

- Ability to work independently
- Knowledge of PC and Mac operating systems
- Knowledge of document scanning and alternative format conversion processes
- Ability to format in Microsoft Word, Excel, and Power Point
- Knowledge of Google Drive
- Knowledge of mathematics
- Effective written and interpersonal communication skills
- Strong organizational and time management skills
- Detail oriented

Preferred Qualifications

- Knowledge and understanding of alternate media methods and strategies.
- Knowledge of Abby FineReader, Nuance OmniPage, and Adobe Acrobat Professional
- Knowledge of Kurzweil 1000/3000, WYNN, and Claro Read applications
- Knowledge of MathType and Scientific Notebook for alternate formatting purposes
- Familiarity with Duxbury Braille software and BANA formatting template
- Familiarity with Adobe Creative Suite applications (Illustrator/Photoshop)