

Sample Alternate Media/Format Specialist Description #2

Definition

The Alternate Media Specialist serves as a resource in the area of access technology to faculty and staff to benefit disabled students; oversees the conversion of instructional materials into alternate media formats; and provides expertise in web page design, electronic documents, and distance education delivery methods to ensure accessible formats for disabled persons.

Key Responsibilities & Duties

- Proactively collaborates with instructors, DSP&S staff, and the campus bookstore to process and deliver educational materials in alternate media to DSP&S students in a timely manner;
- Acquires and converts educational materials into alternate media formats to accommodate students with print disabilities, as prescribed by the DSP&S teacher specialists;
- Facilitates the procurement of alternate media from external textbook providers and community agencies;
- Collaborates with faculty to facilitate the adoption of accessible textbooks, multimedia, and online educational materials;
- Consults with DSPS staff and students to assess alternate media processes and identify areas of improvement with the quality and timeliness of service;
- Maintains detailed records of alternate media transactions, including request and order fulfillment dates, progress towards completion, and a searchable database of all alternate media materials;
- Serves as technical resource to college staff for authoring accessible documents; and

Other Duties

Performs other duties as assigned.

Knowledge and Abilities

Knowledge of:

- Federal and state regulations related to Section 508, 504, Americans with Disabilities Act (ADA) and alternate media;
- Accessible file formats, including MathML, tactile graphics, and image and diagram description;

- Formatting documents to include navigational elements and descriptions of visual and graphical elements;
- Interpersonal skills including tact, patience and courtesy; and
- Oral and written communication skills.

Ability to:

- Use specialized technology, including optical character recognition software;
- Communicate effectively both orally and in writing;
- Meet schedules and deadlines;
- Organize and maintain files;
- Plan, organize, and prioritize work;
- Establish and maintain positive and effective working relationships with others; and
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying, including:

- Associate's degree with completion of 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 an Alternate Media Specialist, or in a position with major responsibilities in the areas of alternate media production and/or access technologies, or the equivalent.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.