

# Alternative Media/Assistive Technology Specialist

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## Posting Details

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### Position Description

### Ideal Candidate Statement

The ideal candidate for this position will have/be:

- Familiar with laws, regulations, guidelines and best practices for Alternate Media and Assistive Technology in the Community College setting;
- Skilled with email and correspondence;
- Experience working with disabled individuals;
- Knowledge of software and hardware utilized to provide access to computer technology for individuals with various disabilities;
- Familiar working with Braille and brailing equipment and technology;
- Knowledge of the functions of a DSPS office in a Community College setting;
- Detailed oriented, organized and able to multi-task;
- Creative problem solving skills;
- Competency in the operation of basic computer components such as monitor, keyboard, USB port, networked workstations, printers, scanners and other related hardware and external drives;
- Competency in the operation of computer software systems, applications and utilities (examples include but not limited to MS Windows XP, MS Office, Adobe, Optical Character Recognition software);
- Skilled with troubleshooting computer software and hardware problems relative to the production of Alternate Media;
- Ohlone prides itself as a Learning College with the motto of "A World of Cultures United in Learning" and we are looking for staff who embrace diversity in serving students with varied backgrounds and learning styles, highly ethical, trustworthy, credible, loyal and is respectful of diverse views and opinions;
- The College has a firm commitment to environmental sustainability and looks to all employees to support this important goal.

### Job Description Summary

This is a 100%, 12 month, Classified Position

This position is funded by categorical funds, and employment is subject to those funds being available.

Job description is pending union approval.

#### SUMMARY OF POSITION:

Under the direction of the Dean of Counseling and Special Services and the Director of DSPS, the Alternate Media/Assistive Technology Specialist oversees the conversion of instructional and informational material to an alternative media format enabling students with a disability to have access to the instructional services provided by the college. Additionally, provides consultation to Faculty and staff on topics of access and electronic media, including web accessibility.

### Knowledge Skills and Abilities

Knowledge of:

- Accessibility strategies and requirements for various disabilities;
- Alternative media and print formats;
- Current trends and developments in assistive technology;

- Distance education development and practices for persons with disabilities;
- Principles and basic operations of computer systems and peripheral components;
- Basic computer application documentation techniques;
- 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;
- System requirements analysis and documentation;
- Techniques and practices in utilizing standard software applications including word processing, database, telecommunications graphics, internet, e-mail and spreadsheet software.

Ability to:

- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with students, faculty, staff, and the public;
- Provide support guidance and training to others;
- Plan and organize work to be able to effectively meet timelines;
- Work independently and confidentially;
- Analyze campus-wide assistive 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 instructions;
- Configure software to appropriate hardware;
- Perform basic diagnostic checks and take appropriate corrective action.

Skills to:

- Provide group and one-on-one in-service training to college personnel on a variety of alternate media software, hardware and issues;
- Troubleshoot computer software and hardware problems relative to the production of alternate media;
- Establish and maintain cooperative and effective working relationship with faculty, staff and administrators 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;
- Meet schedules and timelines;
- Work effectively with diverse staff and student population;
- Plan, organize and prioritize work;
- Understand and follow oral and written directions;
- Work with significant degree of independence and good judgment;
- Understand the scope of authority in making independent decisions.

## Essential Duties

### EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Produces alternate media that will enable students with disabilities access to the instructional material and services provided by the college. This will include but not be limited to the production of alternate print material such as e-text, large print, braille, or audio recording in a timely manner;
- Scans text material using Optical Character Recognition software and transcribes it to e-text for alternative forms of output (large print, braille, audio recording, etc.);
- Develops and implements organizational system (with policies and procedures) for keeping track of the progress and availability of all alternate media produced for students, faculty and staff, including both present and past material;
- Maintains a diverse and organized system of resource contacts for alternate media in order to provide the alternate media formats most appropriate to students needs;
- Conducts orientation sessions for students about their alternate media and assistive technology;
- Follows up with students on the appropriateness and usability of the alternate media that

they received;

- Keeps records of student retention resulting from the use of alternate media;
- Installs and configures standard disability related assistive technology software in select locations on campus, working cooperatively with Information Technology (IT) Department whose responsibility it is to maintain network usage and connectivity and all computer hardware;
- Places and tracks use of alternate media/assistive technology equipment such as CCTV, Victor reader, USB drives, etc. that have been loaned to students;
- Develops and maintains a current resource bank of alternate media and assistive technology strategies for the various types of disabilities which students may have and for the various instructional media used by faculty;
- Works with faculty and staff to facilitate access to Distance Education through methods that include but are not limited to the development of accessible web page design, frames, alt tags, or layout;
- Provide technical assistance to campus instructional, technology and public information committees on access and requirements for individuals with disabilities;
- Communicates and interfaces with college technology support team, instructional computer lab coordinators, faculty, staff regarding disabled person's access to technology;
- Attend statewide training sessions as well as training sessions and workshops given by the High Tech Center Training Unit as necessary in order to learn and develop the implantation of new and emerging technologies;
- Participate on Alternate Media list serves;
- Coordinates with faculty and the Dean of Distance Education for current and future close captioning needs for students taking distance education and/or hybrid courses;
- Comply with state and program reporting requirements;
- Participate in district provided in-service training programs.

#### OTHER JOB RELATED DUTIES:

Perform related duties and responsibilities as required.

### Education and Experience

EXPERIENCE AND EDUCATION GUIDELINES: Any combination of experience and education that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and abilities would be:

Education: Associates degree with completion of coursework in Alternate Media production, Assistive/Access Technologies for the disabled, Computer Graphics, Computer Informational Science, Computer Aided Design, Electronic Publishing, Computer Applications, Digital Media;

Experience: One year experience as an Alternate Media Specialist or in a position with major responsibilities in the areas of alternate media production, optical character recognition, scanning and layout or producing electronic text from print material in a production setting and/or Assistive Technology Specialist or equivalent.

### Preferred Qualifications

### Physical Characteristics

SPECIAL REQUIREMENTS Essential duties require the following physical abilities and work environment:

Ability to work in standard office environment, travel to off-sites, and perform light physical lifting/moving. Will require some evening, weekend, or off-campus work.

### Salary Range

Range 44: \$4,701.00-\$5,985.00 monthly, \$56,408-\$71,814 annually

### Posting Detail Information

### Posting Number

### Number of Vacancies

1

**Desired Start Date**

**Position End Date (if temporary)**

**Open Date** 01/22/2015

**Close Date** 02/27/2015

**Open Until Filled**

**Foreign Transcripts**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

**Benefits Statement**

**HEALTH AND WELFARE BENEFITS \***

1. Medical, dental, vision, life insurance, EAP and LTD
2. Membership in Public Employees' Retirement System Candidates hired on or after January 1, 2013 are subject to restrictions imposed by PEPRA)
3. Contribution to O.A.S.D.I. (Social Security)
4. Paid vacation
5. Paid sick leave
6. Paid holidays and district-paid floating personal days
7. Summer 4/10 schedule (Fridays off)
8. Longevity pay step increase based on your years of service
9. IRS Section 125 Flexible Medical Spending Plan
10. 457(b) Deferred Compensation Plan (employee contributes)
11. 403(b) Tax Shelter Annuity Plan (employee contributes)

\*Benefits will be prorated for positions less than 100%

**Immigration Reform & Control Act of 1986**

Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986."

**District Statement**

A multi-campus single community college district, Ohlone College is located in the southern portion of the San Francisco Bay in California; serving 12,000 students per year. The District has a main campus in the City of Fremont and a newly constructed campus in the City of Newark. Ohlone College is an ethnically diverse institution that promotes innovation and continuous improvement in departments and divisions. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historical Mission. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

**EEO Statement Summary**

The District is strongly committed to the principles of equal opportunity and to hiring qualified staff who reflect the diversity of our community. The District encourages a diverse pool of applicants and does not discriminate on the basis of sex, race, religious creed, color, national origin, ancestry, age (40 or over), medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, disability, military and veteran status, pregnancy/childbirth/breastfeeding or related medical condition or any other protected basis in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

If you have a disability and are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call the Human Resources office at: (510) 659-6088 (510) 659-6088.

## Conditions of Employment

Offers of employment are contingent upon Governing Board approval. Employment with Ohlone Community College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts and proof of freedom from tuberculosis. In addition you will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986." Pre-employment tests and/or medical examinations may be required. Ohlone Community College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* What does it mean to have a commitment to diversity, and how would you apply this commitment as you conduct your alternate media/assistive technology specialist responsibilities?

(Open Ended Question)

2. \* How did you hear about this employment opportunity?
    - o Public Job Posting
    - o Internal Job Posting
    - o Agency Referral
    - o Advertisement/Publication
    - o Personal Referral
    - o Website
    - o Other
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## Applicant Documents

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Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter
3. List of 3 References

Optional Documents

None