

ALTERNATE MEDIA AND ASSISTIVE TECHNOLOGY SPECIALIST

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, assists in providing recommendations on appropriate assistive technologies to colleges, CCCTC (California Community Colleges Technology Center), and other CCC (California Community College) entities. Upholds the practices and guidelines for alternate formats as recommended by the CCC Chancellor's Office. Manages licensing and compatibility of assistive technology within the CCCAC (California Community College Accessibility Center). Develops and delivers alternate media and assistive technology training, processes, and documentation to colleges, CCCTC, and other CCC entities. Participates in the evaluation of alternate format workflows, identifies best practices to share with CCC DSPS (Disabled Students Programs and Services) representatives and college staff. Provides excellent customer service; provides support for technical projects as assigned. Participates in a centralized process for alternate media and assistive technology products and services.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Assists the CCC community with CCCAC provided/supported alternate media and assistive technology products and services as assigned and serves as the administrator of products and services; collects and provides regular alternate media and assistive technology product usage data to supervisor for reporting purposes. *
2. Develops guidance and advises colleges on how to utilize technologies to remediate accessibility barriers for students with disabilities within digital content based on applicable accessibility laws, including but not limited to document creation products, videos, and other multimedia, and coordinates efforts to remediate accessibility issues related to instruction. *
3. Provides training, workshops, and feedback regarding best practices for various software, hardware, and mobile, assistive technology solutions and alternate media topics to CCC Disabled Students Programs and Services (DSPS) representatives and systemwide, utilizing delivery methods such as online platforms. *
4. Supports the activities of the CCC Accessibility Center, including content creation (or guidance for content creation) for websites, documentation of assistive technology solutions, documentation of alternate format best practices, outreach to appropriate CCC DSPS representatives and systemwide efforts. *
5. Develops/maintains a working knowledge for assistive technology applications, including but not limited to literacy software, alternative input strategies, screen access, Text-to-speech, learning and study skills and STEM access. *
6. Develops/maintains a working knowledge of alternate media strategies and their delivery methods including (but not limited to) e-text, braille, large print, tactile and other specialized formats. *
7. Applies specialized technology and equipment to produce information in alternate media formats enabling persons with disabilities barrier-free access to CCC Technology Center

resources. This includes, but is not limited to, e-text, large print, Braille, MP3 audio and/or other types of formats. *

8. Promotes remediation tools and alternate media and assistive technology resources throughout the system during meetings and training programs. *
9. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
10. May serve on a variety of committees as requested.
11. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree*; **AND**
- Two (2) years of experience serving students with disabilities in a higher education environment.
- Experience performing the responsibilities related to the duties and responsibilities of the position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Certified Professional in Accessibility Core Competencies.
- Assistive Technology Professional (ATP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Processes and procedures related to accessible documents and other digital formats, including a strong understanding of the tools and techniques used to make documents accessible.
- Adaptive software, hardware, and other resources utilized for translating and developing standard media into alternate formats.
- Use of alternate media and assistive technologies.
- Document creation, word processing, braille machines, tactile graphics machines, closed circuit televisions (CCTV), reading machines and software, mobility devices, and similar tools.
- Scanning and transcription of media to alternate formats.
- Principles and practices related to student services and the area of assignment.
- Modern office practices, procedures, equipment, peripherals, and technology.
- Proper telephone techniques.
- Mobile devices and applications utilized by the District and/or college.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.

- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Maintain and understand a sense of urgency and organization.
- Work successfully within a team environment.
- Keep abreast of technological advancements and changes related to the area of the assignment.
- Schedule and organize training programs.
- Provide efficient training to appropriate audiences.
- Work in a fast-paced environment handling multiple tasks while paying close attention to detail with frequent interruptions.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain and follow schedules and calendars.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing, and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.

- Greet the public, students, and staff respectfully and respond intelligently to questions regarding policies, procedures, and other department information.
- Work with diverse populations.
- Demonstrate sensitivity to, and respect for, diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this classification may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.