

Position: Assistive Media Specialist	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Grade: 118

Summary

Coordinates and provides technical support to the College's program for enhancing students' accessibility to learning materials and tools, instructional technology, education resources and facilities.

Distinguishing Career Features

The Assistive Media Specialist is a technical position that integrates technology with program support. Advancement to this position requires the ability to learn and apply pertinent state regulations for assistive technology. Advancement potential exists from this position to network and computer support positions based on need and qualifications.

Essential Duties and Responsibilities

- Implements the College's Assistive Media program to enhance accessibility to computer workstations, printed and on-line learning tools, instructional technology, education resources, communications, and facilities.
- Informs staff, and implements mandates that ensure program compliance. Attends related professional meetings, as appropriate.
- Schedules and provides adaptation of instructional and student services materials into electronic, Braille, and audio formats accessible to students with audio and visual impairments.
- Trains students to access technologies and resources. Conducts information workshops and training for staff in assistive technology.
- Prepares and distributes instructional materials as well as guidelines for accessible electronic media (e.g. web page, document design).
- Provides guidance and consulting to campus committees and computing laboratory personnel. Provides information on alternative media action plans and goals to support development of annual work plans for high technology center.
- Assists administrators on compliance issues relating to the technology master plan, assistive media guidelines and regulations. Assists with grant applications.
- From counselor referrals, conducts assessment of student disabilities and mobility and access needs. Orients students to assistive devices. Considers existing resources and recommends new resources as appropriate.
- Ensures that educational media is produced in alternative formats, including but not limited to large type, braille, or other visually tactile form.

- Reviews web sites and pages, advising and performing final reviews of authors, on formats that optimize accessibility and consistency with College styles.
- Provides data for internal and external reports.
- Assists Information Technology with installs, configurations, troubleshooting, maintenance, and repair dedicated network servers, work stations, and peripheral equipment having specialized applications for assistive technology.
- Ensures that minicomputer workstations integrate with one or more local network servers and to host computer operations. Coordinates upgrades and/or installations of computers for faculty and staff members who require assistive technology.
- Learns, applies, and instructs others in the use of specialized assistive software. Upgrades operating system and application software upgrades, patches, and other computer software. Performs acceptance testing on equipment and software.
- Participates with and assists other technology teams to integrate of voice, data, and video telecommunications.
- Assists students and staff in the use of AT equipment. Prepares and updates a staff assistive technology handbook, as it relates to assistive technology.
- Identifies, evaluates, installs, and configures security software and/or physical security devices on College open access and/or other computer systems. Identifies challenges to system integrity and implements appropriate countermeasures.
- Provides password protection for networked and “stand-alone” installations, as necessary; assist users to develop backup processes for critical data; assist in establishing College computer use policies, as requested and appropriate.
- Assists with budget preparations and proposals. Maintains and monitors budget(s) for the Assistive Media program. Allocates and expends funds for purchases of services, equipment, software, materials, and repairs.
- Maintains up-to-date inventory of all assigned equipment and other assets. Ensures that identification tags, licenses, warranties, repairs, and upgrades and properly recorded
- May participate in the selection, training, scheduling, training, and performance of student and temporary workers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires technical knowledge of personal computer operations, including the relationship and usage of various input and output components, business and education support software, and terminology. Requires knowledge of software and hardware applications commonly used to adapt text and electronic media to alternative media such as Braille, large print, and audio. Requires a working knowledge of various operating systems. Must understand the protocols and procedures for setting up new equipment, troubleshooting

and performing routine maintenance. Requires working knowledge of computer software packages/applications, including, but not limited to, utilities, word processing, spreadsheets, databases, virus checking, terminal emulation, and telecommunications. Requires a working knowledge of personal computer based local area networks, network operations, and connectivity between servers. Requires a basic knowledge of common protocols for personal computer applications, data communications, and access. Requires sufficient human relations skills to conduct individual and small group instruction and technical assistance on the use of custom PC-based equipment and applications accommodating special needs. Requires sufficient writing skill to document technical procedures, prepare training materials, and prepare reports.

- **Abilities**

Requires the ability to learn, apply, and communicate rules, regulations, policies and guidelines governing Assistive Media, Technology, and educational access. Requires the ability to install and configure computers and peripheral devices. Requires the ability to analyze technical problems and repair or recommend alternative solutions. Requires the ability to troubleshoot computer equipment; design, install, and configure instructional computer laboratory networks. Requires the ability to operate dedicated network servers. Requires the ability to prepare technical reports, documentation, and training materials. Requires the ability to work independently and collaboratively, and maintain one or more customer-friendly computer laboratories. Requires the ability to plan, organize, and conduct meetings, workshops, and training sessions. Requires the ability to schedule, train, assign, and monitor work of student and/or temporary help. Requires the ability to demonstrate sensitivity to staff and students with special mobility needs.

- **Physical Abilities**

Requires the ability to function indoors in an office or learning lab environment engaged in work of a sedentary nature. Requires ambulatory ability to move about to various office and classroom-type locations. Requires the ability to sit at a work station for extended periods of time and stand upright and forward flexing on an intermittent basis to demonstrate equipment and retrieve work materials. Requires sufficient hand-eye coordination and dexterity to read technical documents and instructions, align small components, use a keyboard to type and perform data entry at an acceptable rate, and use a pointing device. Requires sufficient auditory ability to carry on routine conversations. Requires the ability to lift, push, and pull objects of light-to-medium weight (less than 25 lbs.) on an occasional basis.

- **Education and Experience**

The position may require the equivalent to an Associates degree in computer science or related technical field and 3 years experience in instructional and personal computer technical support. Additional higher education may substitute for some experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.