

Citrus College

Position Description

Position: Alternative Media Specialist	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 46

Summary

Facilitates communications to targeted student populations and compliance with laws, regulations, and standards for alternative education options for disabled students. Enhances faculty and staff awareness to the importance of disability issues through education and guidance in the use of various resources to accommodate students with disabilities.

Essential Duties and Responsibilities

- Develops and implements procedures for the District to comply with Americans with Disabilities Act regulations for providing accessible education options to persons with disabilities. Serves as the first contact for federal agencies on ADA matters.
- Receives and responds to inquiries, concerns, and complaints about compliance with print, broadcast, or web-based media.
- Provides guidelines and assistance to faculty and staff for formatting printed materials to assure accessibility to persons with disabilities. Conducts in-service presentations introducing concepts and requirements for document layout.
- Reviews and monitors web pages for compliance with ADA guidelines. Consults with faculty and staff on solutions to compliance problems.
- Serves as liaison between faculty, students, staff and others to obtain and translate instructional material into alternate formats that optimize student access and learning.
- Works with faculty, staff and others to identify compliance needs and special accommodations for students. Contacts and coordinates with faculty and instruction support to ensure that student needs are met.
- Provides a variety of technical information and assistance to information technology, public information, committees, and other departments on access requirements.
- Reviews current and emerging assistive technologies that may be needed to support student and employee access. Recommends purchase of specific products.
- Participates with and provides assistance to faculty in certain aspects of curriculum design of on-line and distance course offerings.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a working knowledge of adult instruction and various styles of course delivery to facilitate learning.

Requires a working knowledge of the curriculum taught in higher education, and variations that are allowable for disabled students.

Requires knowledge of the special needs and requirements of disabled students.

Requires a working knowledge of assistive technology and electronic information equipment, software, and programs, including a basic knowledge of the operation, troubleshooting, and maintenance of respective equipment.

Requires a basic knowledge of the use of closed caption video presentations.

Requires basic knowledge of on-line program and course delivery, effective web page design, layout, and maintenance.

Requires sufficient oral and written language and human relations skill to convey technical concepts to faculty and students, exercise patience, resolve confrontation, and conduct in-service training.

Requires professional writing skills.

Requires basic business math skills.

- **Abilities**

Requires the ability to carry out all aspects of the position.

Requires the ability to learn and apply laws, rules and regulations pertaining to the Americans with Disabilities Act that apply to student access to education and information.

Requires the ability to conduct in-service presentations to small groups.

Requires the ability to develop layouts for printed material that complies with ADA requirements.

Requires the ability to audit and prepare compliance instructions to all forms of communications for students.

Requires the ability to establish and maintain productive work relationships with faculty and staff, students, and regulatory agencies.

Requires the ability to use and troubleshoot computer-aided adaptive technologies, specialized audio-visual equipment, and modern office-productivity computer software.

Requires sensitivity to the needs of disabled students as well as others from diverse backgrounds.

Requires the ability to learn Braille translation and sign language within a reasonable time.

May require the ability to perform work assignments at all District locations.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations.

Requires manual hand-eye-arm coordination to use a personal computer keyboard and instructional media equipment.

Requires the ability to lift objects of medium weight (less than 40 pounds) on an occasional basis.

Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training.

Requires near visual acuity to read printed materials.

- **Education and Experience**

Requires a Bachelor's degree in secondary or special education, or communications, and two years of experience working with disabled students in a one-on-one or classroom environment where computer-aided technology is used to facilitate learning. Alternatively, an Associate's degree and six years of experience may satisfy job requirements.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.