

ACCESSIBLE TECHNOLOGY AND MEDIA COORDINATOR

BASIC FUNCTION

Ensures the accessibility of information and instructional materials in alternative formats for students with disabilities; areas of responsibility include creating, modifying, and evaluating multiple media options; coordinates the timely delivery of accessible alternative information and instructional materials in alignment with the services provided by the department; evaluates end users' functional limitations and/or needs, and recommends applicable assistive hardware and software.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for providing professional level support to the District's Accessible Technology and Media Program and/or college's Disability Resource Center/Disabled Student Services office. Employees in this classification regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and to implement program activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Provides professional support in the coordination, timely delivery, and access to instructional materials for students with disabilities or for faculty serving students with disabilities; collaborates with faculty and staff to carry out program initiatives and projects.
2. Evaluates end users' functional limitations and/or needs and recommends applicable assistive hardware and software or supports faculty in the development of instructional materials that accommodate such recommendations.
3. Evaluates web-based instructional materials and determines level of accessibility and necessary technology for gaining equal access; ensures timely delivery of captioning of video streaming and audible media for assigned department's services.
4. Develops and provides workshops, presentations, trainings, technical assistance, support, and/or referrals in one-to-one and group environments on topics related to assistive technology, instructional technology, or alternate media to address Section 508 compliance issues.
5. Designs workshop sessions to communicate the District's responsibilities for implementing access to educational materials and programs online and/or in the classroom by students with disabilities; outlines the laws dictating accessibility and describes how this can be accomplished through hands-on instruction and evaluation.
6. Researches, evaluates, and purchases software and hardware that improves access to information and instructional materials for individuals with disabilities.
7. Installs, configures, and maintains computer access technology programs in all labs and classrooms as assigned.
8. Maintains effective communication and collaborates with college departments in relation

to accessible dissemination of instructional materials.

9. Participates in a variety of District and state advisory committees where issues of 508 and ADA compliance are important considerations.
10. Assists in the development of accessibility policies and procedures.
11. Analyzes and makes recommendations for system enhancements and development efforts for assigned department.
12. Coordinates work schedules/assignments for short-term employees.
13. May attend professional development training seminars and classes to maintain and enhance the level of knowledge and skills required to satisfactorily provide accessible accommodations.
14. Maintains a diverse range of program files and records.
15. Participates in District-provided in-service training programs.
Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Techniques and procedures for identifying academic accommodation needs resulting from educational limitations of a disability.
2. Emerging technologies which could minimize the impact of a disability in an educational setting.
3. Academic requirements and accommodations for community colleges.
4. Community college student services and academic policies and procedures.
5. State and federal requirements concerning programs for individuals with disabilities, such as Title V, ADA, and Section 504.
6. Community college services and operations.
7. Technology options for students with disabilities.
8. A diverse range of programs available to students within the District and the community.
9. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
10. Mathematical skills.
11. General business office administrative procedures.
12. Record keeping principles and practices.

Ability to:

1. Provide specialized support to the District's Accessible Technology and Media program.
2. Relate well and work effectively with students, faculty, and staff with diverse backgrounds.
3. Utilize innovative techniques in planning, developing, and supporting quality accessible technology programs.
4. Work effectively with faculty from diverse disciplines.
5. Demonstrate experience working with individuals and faculty to customize solutions for individuals with disabilities in a complex technological environment.
6. Demonstrate the use for and implementation of Universal Design.
7. Accurately compile data and prepare reports.
8. Demonstrate expertise and experience training, leading, and coordinating collaborative organizational efforts in support of a high technology assistive initiative for individuals with disabilities.
9. Maintain enhanced level of knowledge and skills required to satisfactorily provide

accessible information and instructional materials.

10. Understand and adhere to confidentiality standards under established policies, regulations, and applicable laws.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Exercise independent judgment within general policy, and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree in disabilities studies or a related field and three (3) years of experience providing professional level adaptive computer technology hardware and software services; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees 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 averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.