

Position: Assistive Technology and Alternate
Media Specialist– Categorically Funded

Salary Grade: 38

Board Approval: 9/13/23

Summary

Under supervision of the Dean, Student Accessibility and Wellness Services, the Assistive Technology Specialist will take a lead role in the daily operations of the High-Tech Center and services for accessible technology and alternative format accommodations working directly with students with disabilities, instructors, and other Cerritos College staff. The Assistive Technology Specialist also provides program support for Student Accessibility Services Specialists, Counselors, Testing Services, High-Tech Center, and other academic departments. This position supports the development of innovative ways to improve and implement technology and media accommodations while actively working to improve the inherent accessibility of campus and instruction in order to make Cerritos College a more welcoming and inclusive campus for all. The Assistive Technology Specialist is the hands-on assistive technology and alternate format specialist who will work directly with Students and campus partners for the implementation of technology and content that is accessible. The Alternate Format Specialist will provide consultations and trainings on the accessibility of technology and assistive technology, developing useful resources and tools, and helping to implement policies that promote the accessibility of technologies at Cerritos College.

Distinguishing Career Features

The Assistive Technology Specialist reports to the Dean, Student Accessibility and Wellness Services. This position provides direct services to students, and provides direct support, guidance and evaluation of assistive technology and alternate format requests. Provides consultations, trainings, and presentations to students and college personnel on matters of assistive technology, alternate formats; conducts campus outreach; and maintains currency in the literature on current technology and practices.

Essential Duties and Responsibilities

High-Tech Center

- Plans, organizes, develops, coordinates, trains, and evaluates Alt Format and Assistive Technology productions for quality assurance.
- Monitor utilization of the High-Tech Center and produce usage reports as requested.
- Assist students with software/hardware questions regarding assistive and instructional computer technology.
- Make recommendations to management on the purchase of computer systems, associated peripherals, software and assistive technologies needed in the High-Tech Center.
- Assist in the development and implementation of policies and procedures for accessing support services within the High-Tech Center.
- Provides excellent customer service and student support by continuously improving the knowledge and abilities of team members; identifies training needs and opportunities; and provides staff training.

Assistive Technology

- Meet with faculty and/or staff to provide technical assistance on appropriate technology to

meet accessibility requirements for students with disabilities; works with Testing Services to ensure proper implementation of accommodations on assessments.

- Provide instruction and training to students in the use of adaptive equipment and assistive software programs; identify and utilize equipment and programs specific to student functional limitations.
- Maintain knowledge of current trends and developments in adaptive computers and assistive technology

Alternate Media Production

- Processes requests from students for alternate format text services; communicates with students and instructors as necessary to obtain necessary information and materials.
- Sets production schedule to ensure timely production and delivery of texts in an alternate accessible format.
- Scan and prepare exams/assessments, textbooks, and other documents for the production of alternative format materials, including Braille, e-text, large print, and audio formats; communicate with vendors, publishers, and other organizations to acquire alternate format materials
- Ensures compliance with State and Federal copyright law

Other duties

- Responsible for coordinating alternate format requests and production with part-time employees assigned for alternative format and assistive technology support, including High-Tech Center coverage, project management, assigning work, and ensuring production of materials in a timely manner.
- Develops training materials and trains employees on alternative format processes and procedures, legal obligations, equipment, and general information of programs relevant to the position.
- Perform related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

- Bachelor's degree from a regionally accredited institution in educational technology, disability services, alternate media production or a related field such as access technologies for people with disabilities, computer science, computer applications, or digital media plus two (2) years of related experience;
OR
- Associate degree in alternate media production or a related field such as access technologies for the disabled, computer science, computer applications, or digital media plus 4 years of experience in alternative media, or in a related field such as alternate media production and/or access technologies.

Knowledge and Skills

The position requires professional knowledge of:

- Federal and state regulations related to Section 508, 504, Americans with Disabilities Act (ADA) and alternate media;
- Accessible file formats, including MathML, tactile graphics, and image and diagram description;
- Assistive technology programs, such as JAWS/Fusion, Kurzweil, and accessibility

features of common software programs such as Microsoft 365, Adobe, and PowerPoint.

- Knowledge of a variety of common platforms, including Canvas, Pronto, Qless, Zoom and ClockWork.
- Formatting documents to include navigational elements and descriptions of visual and graphical elements;
- Practical approach to the applications of assistive technology to meet the needs of individuals with various disabilities in a variety of settings.

The position requires demonstrated skill in:

- Analyzing situations accurately and adopting effective course of action
- Planning, organizing and prioritizing work projects
- Meeting scheduling requirements, prioritizing projects, and adhering to deadlines

Abilities

This position requires the ability to:

- Use specialized technology, including optical character recognition software;
- Communicate effectively both orally and in writing;
- Meet schedules and deadlines;
- Organize and maintain files;
- Plan, organize, and prioritize work;
- Establish and maintain positive and effective working relationships with others; and
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

Working Conditions

Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.