

TEMPORARY Alternate Media Specialist
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237425>

Downloaded On: Jul. 17, 2024 6:37pm

Posted Jun. 12, 2024, set to expire Jul. 22, 2024

Job Title	TEMPORARY Alternate Media Specialist
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Jun. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Educational Services Student Services
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Job Description

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TEMPORARY Alternate Media Specialist

Salary: \$36.74 - \$45.18 Hourly

Location: Madera Community College, CA

Job Type: Temporary

Division: MCC Student Services

Job Number: 202400032-T

Closing:

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General Purpose

Under general supervision, assesses communication needs of students and faculty with disabilities and converts oral, written and visual materials into alternate media formats including braille, e-Text, audio, large print and tactile graphics; arranges for captioning services; determines and assists in installing and troubleshooting other assistive technology solutions to meet the needs and requests of students and faculty; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Based on counselor assessments of disabled students' learning needs, meets with students to determine their current technology skills and the most appropriate alternate media and assistive technology equipment and software to meet their current needs and maximize their learning opportunities in the courses in which they are enrolled; works with students to assist them in developing a practical understanding of the type of assistance and support available and how to use it; when necessary, researches assistive technology solutions to identify devices and evaluate their applicability to student needs and technology skills; trains students on the uses and operations of assistive equipment and software.
- Works with counselors to develop the most effective courses of action in difficult and complex student situations; communicates with faculty to identify alternate media alternatives appropriate to meet course learning objectives; sets up equipment, installs or develops installation instructions for specialized software and works with Information Technology to troubleshoot and resolve problems with equipment and software as they arise; provides training on set up and use of the technology/equipment in the high tech center.
- Utilizes computers, specialized equipment such as braille embossers and tactile graphics machines and software such as Kurzweil and CART (Communication Access Real-time Translation) transcribing software to convert and adapt course and other materials into the most appropriate alternate media, including braille, all types of e-Text, audio, large print and tactile graphics, that will match the type of media to the student's individual needs; arranges for the use of outside resources to close caption audio and video materials.

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- Establishes and manages accounts for students with various alternate media databases to provide additional resources to aid in their learning processes.
- Acts as a resource to faculty to assist them in ensuring that course curriculum and teaching methods are adapted properly to serve the learning needs of disabled students; provides counsel and assistance in determining alternative media to use in communicating course content most effectively.
- Maintains inventory records of the College's assistive equipment and software; prepares purchase requisitions and obtains quotes from vendors and suppliers to order software and equipment.
- Stays abreast of trends and development in the fields of alternate media and assistive technologies through research, literature review and professional associations.
- Assists in the DSP&S laboratory; demonstrates the use of specialized equipment and software to students and staff; schedules students for appointments in the lab.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- May act as a resource to faculty to assist them in ensuring that course curriculum and teaching methods are adapted properly to serve the learning needs of disabled students; provides assistance in determining alternative media to use in communicating course content most effectively.
- Assists in proctoring tests as the testing center as needed.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of:

- Trends and developments in alternate media and assistive technology tools, equipment and software available to address the specific needs of students in a college-level environment.
- Application and adaptation of media forms, including braille, e-Text, audio, large print and tactile graphics, in conveying a wide range of college-level curriculum using varied methods of instructional delivery to meet individual disabled student learning requirements.
- Techniques, uses and operations of computers, specialized equipment and software to produce materials in alternate media formats.
- The Americans with Disabilities Act and other local, state and federal laws, regulations and court decisions applicable to providing accommodations and support to students, faculty and staff with disabilities.
- Basic principles of learning and learning styles and limitations associated with various types of disabilities.
- Methods and procedures for diagnosing, troubleshooting and resolving equipment and computer hardware and software problems in a DSP&S laboratory environment.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District budgeting and purchasing policies, practices and procedures.
- District environmental safety policies and procedures and safety methods and practices applicable to the assigned laboratory.
- Office practices and procedures, including recordkeeping.

Skills and Abilities to:

- Assess the learning support needs and level of technology skills of disabled students to determine the most appropriate alternate media and/or assistive technologies to meet their individual needs and preferences.
- Analyze situations accurately, evaluating alternatives and adopting effective courses of action.

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- Organize, set priorities and exercise sound, independent judgment within area of assigned responsibility.
- Interpret, apply and explain District policies and procedures and reach sound decisions in areas applicable to the work.
- Convey empathy and work effectively with students from diverse backgrounds who have differing types and degrees of disability and who bring a range of developed skills in handling an educational environment.
- Prepare clear, concise and accurate reports and other written materials.
- Operate a computer, enterprise software, specialized alternate media equipment and software and other standard office equipment.
- Organize and maintain specialized files.
- Maintain confidentiality of College and student files and records.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree in special education, information systems or a related adaptive technology field, and at least three years of progressively responsible experience in making assessments and determining appropriate alternate media and assistive technologies to meet the needs of disabled students and experience in developing accessible content; or an equivalent combination of training and

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experience. A bachelor's degree in a technology or assistive technology field is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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 class, employees are regularly required to sit, stand and walk; talk or hear, in person and by telephone, and distinguish operating equipment sounds; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to lift up to 25 pounds and occasionally up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, the ability to distinguish between basic shades and/or colors and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with constant interruptions; deal with dissatisfied or upset individuals; and interact with District managers, faculty, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employees in this class work under typical office or laboratory conditions, and the noise level is usually quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4540695/temporary-alternate-media-specialist>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

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