

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Adaptive Media Technology Specialist I

**Department:** Student Affairs

**Location:** EVC or SJCC

**Date:** Dec. 2, 2014

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**POSITION PURPOSE**

Under the direction of an Associate Dean or assigned administrator, the Adaptive Media Technology Specialist I provides functional support to students and staff in the Disabilities Support Program (DSP) in consultation with DSP coordinator. The individual works with faculty and staff from diverse disciplines to customize adaptive technology solutions for students and staff. Responsibilities include liaison activities with faculty, students, staff, administration, other colleges and the statewide agencies contracted to provide material in alternate formats. The work involves developing guidelines and providing technical support for access to curricula, distance education and online course or course components, web page development, and other electronic information sources.

**KEY DUTIES AND RESPONSIBILITIES:**

**Access to Technology:**

1. Coordinate all technology needs in the Disabilities Support Program (DSP), including the DSP High Tech Center/labs.
2. Coordinate with Campus Technology Support and Services (CTSS) to install, configure and maintain access technology across campus.
3. Survey the current access technology needs of the campus and make recommendations for the campus technology plan.
4. Identify and recommend purchases of specific access technology from district resources.
5. Provide training on access technology for faculty, staff, and students, including individual and group training to assist faculty in insuring that instructional materials are provided in various accessible formats depending on students' disability-related needs.
6. Provide technical and instructional support for students/staff/faculty using access technology including test proctoring for DSP students.
7. Serve as resource person to external agencies and campus entities dealing with issues and requirements germane to access technology.
8. Assist in performing research and development with new access software, hardware and equipment that may be suitable for implementation in college environment.
9. Provide technical assistance to campus instruction and technology committees on universal access requirements for persons with disabilities.
10. Develop and maintain a current resource bank of access strategies for the various types of electronic information, including web pages, kiosks, etc.
11. Attend campus committee meetings relevant to the position.
12. Participate in staff development to stay up-to-date in the fields of adaptive technology and alternative media.

**Production of Alternate Print and Video Materials:**

13. Develop and coordinate a process to meet institutional braille and captioning needs (including the captioning and editing of existing and new video materials, especially for distance education and online courses/online course components).
14. Serve as a liaison between faculty, students, and DSP to secure and translate instructionally related materials into alternate formats in a timely manner.
15. Serve as a liaison to statewide center and to community agencies utilized on a contract basis to produce alternate media.

**Access to Distance Education:**

16. Provide group in-service and one-on-one guidance to assist faculty in their design and re-design of distance education and online courses/online course components offerings to assure they meet the access guidelines.
17. Perform other related duties as assigned.

**Knowledge of:**

1. Basic operations, services and activities of assigned program.
2. Pertinent federal, State and local laws, as specified by the program and student population served.
3. Familiarity with and understanding of the Americans with Disabilities Act (ADA)
4. Recent developments, current literature and information related to program.
5. Organization, time management and standard office procedures.
6. The use of the English language for editing and composing written communications, spelling, grammar and punctuation.
7. The use of Windows and Macintosh operating systems, software applications and the interfacing of hardware and software.

**Skills and Ability to:**

1. Work effectively with faculty from diverse disciplines.
2. Customize solutions for students with disabilities in a complex technology environment.
3. Effectively demonstrate student needs to incorporate assistive technology in classes to benefit all students.
4. Establish and maintain cooperative and effective working relationships with staff, students and others.
5. Understand office administrative practices and tools including: computers, websites and other applications related to the program.
6. Determine work priorities and the ability to work independently and follow through on tasks
7. Work with attention to detail and independently with minimum supervision.

**Experience and Education:**

1. Associate degree, or any coursework, training, or education equivalent to an Associate degree.
2. One year of service related work experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Desirable Qualifications:**

1. Bachelor's degree in related field.
2. Experience in providing services to students with disabilities, preferably in the adult level.
3. One year experience with adaptive computer technology (software and hardware) as a user or computer technician.
4. Expertise and experience in training, leading, and coordinating a collaborative organizational effort in support of assistive technology for students with disabilities.

**WORKING CONDITIONS**

1. Typical office environment.

Board Approved: 2001  
Revision: 11/11/2014 (adding K.S.A.)  
Salary Range: 90  
EEO Category: 2B3 – Technical/Paraprofessional