



JOB TITLE: ALERNATE MEDIA TECHNOLOGY SUPERVISOR

Classification: Supervisor
Salary Range: 28

Retirement Type: PERS*
Board Approved: January 16, 2001

BASIC FUNCTION:

Under the direction of the Director of the Special Resource Center, supervise the production of alternate media enabling students/staff/community members with a disability access to all instruction/services provided by the college. This will include the production of alternate print material (E-text, Large print, Braille, Audio Recording, etc.); serve as a primary contact person to the college on issues of access for students with disabilities to print and electronic media (Closed/Open Captioning, Kiosks, Teleconferencing, Descriptive Audio, Phone Services, etc.); provide consultation on issues of access to Distance Education (Accessible Web Page Design, Frames, Alt Tags, Layout, etc.).

REPRESENTATIVE DUTIES:

Serve as a liaison between college, staff, students with disabilities and the DSP&S program to secure and translate college materials into alternate format in a timely manner.

Provide technical direction and information on matters pertaining to the interpretation of regulations effecting services to students with disabilities; research, interpret and clarify applicable policies as requested.

Serve as liaison between college staff, disabled consumers and the DSP&S program to secure and translate college materials into an alternate format in a timely manner.

Serve as liaison to statewide center and community agencies utilized on a contract basis to produce alternate media.

Provide guidelines to college staff on appropriate formatting of documents and information.

Produce information in alternate formats.

Develop and maintain a current resource bank of access strategies for various types of mediums utilized by the college to include Instructional Materials, Distance Education Web Pages, Kiosks, Video Tapes, Phone Registration.

Provide group in-service and one-on-one assistance to college staff in their design and development of electronic information to assure they meet access guidelines.

Provide technical assistance and consultation to Information Technology Services, Public Information, Library Media Technology Center, Curriculum Committee, Distance Education and other entities on meeting alternative media requirements.

Prepare a variety of narrative and statistical records related to assigned activities.

Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels as requested; maintain time records for supervised personnel.

Attend and conduct a variety of professional, regional and other meetings; chair assigned committees; develop agendas and provide appropriate follow-up.

Oversee the publication of a handbook for students and faculty.

Develop processes and procedures as needed to coordinate the support services function including the development of job descriptions, forms, grant applications, and other materials.

Develop and Monitor an assigned budget to implement services within established guidelines; prepare a year-end expenditure and activities report for assigned funds and assure proper formatting of district and state reports.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Bachelors degree in related field (Human Services, Media Production, Educational Technology, Special Education, Information Technology, Rehabilitation) plus three years related experience or equivalent combination of education and related experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Regulations, policies, Educational Code and other requirements related to community college service provision for students with disabilities.

Community college organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Browsers and Navigating the Internet.

Working knowledge of Web page development and design.

Issues of web access for students with disabilities.

Basic knowledge of operating systems, and network operations.

Thorough knowledge of standard application software.

Video Media Production (inclusive of Real Time Captioning)

Alternative input/output software/devices used by students with disabilities.

OCR Scanning and transcription of electronic media to alternate formats (Braille, Audio-output, Large print, etc.)

Business math.

Principles and techniques of supervision and training.

Oral and written communication skills.

Record-keeping techniques.

Abilities/Skills:

Serve as primary contact person on campus as it relates to media access for students/staff with disabilities.

Communicate Internet concepts including accessible web page design, Universal Accessibility and alternate media transcription.

Scan text material using OCR software and transcribe it to E-text for alternative forms of output large print, voice, Braille, audio recording, etc.

Provide and prioritize transcription services in a timely manner.

Work in a collaborative college environment.

Attend statewide training sessions and provide Alternative Media orientation training to college staff.

Learn and develop the implementation of new and emerging technologies according to college plan.

Recruit, select, train, and oversee work-study assistants, casual workers and volunteers

Manage budget for assigned area.

Develop and implement goals, objectives, and priorities in providing access to media for students with disabilities and the preparation of related reports.

Sensitivity to and understanding of diverse academic socioeconomic, cultural disability and ethnic backgrounds of college students with disabilities

Plan, organize and coordinate the day-to-day activities of the DSPS student support services in the delivery of alternate print media.

Interpret, apply, explain and assure compliance with applicable policies, rules and regulations.

Train, supervise and evaluate personnel.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare complex statistical reports.

Organize, coordinate and oversee office activities.

Establish and maintain cooperative working relationships with others.

Meet schedules and time lines.

Work confidentially with discretion.

Perform related duties as assigned.

WORKING CONDITIONS:

Mainstreamed college setting.

Extensive computer work.

Ability to carry up to 25 lbs.

Ability to move from one work area to another as required.

Fine and gross motor skills.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.