

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

**Position:** Adaptive Media Technology Specialist

**Department:** Student Affairs

**Location:** EVC or SJCC

**Date:** December 21, 2022

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**POSITION PURPOSE**

Under the direction of assigned administrator, the Adaptive Media Technology Specialist II is responsible for providing direction to the overall strategy regarding adaptive media as well as functional support to faculty, staff and students campus wide. The individual performs a variety of technical duties involved in the production, delivery and end-user training of alternate medial and assistive technology for students with disabilities. 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 courses, web page and other electronic information sources.

**KEY DUTIES AND RESPONSIBILITIES:**

**Access to Technology:**

1. Coordinate all technology needs in the Disabilities Support Program (DSP) or Student Accessibility Services (SAS), 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. Research new access technology and recommend purchases of specific assistive technology equipment and related materials.
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. Assess student technological skill levels and verify eligibility for alternate media services. Determine and recommend appropriate assistive hardware and software.
9. Assist in performing research and development with new access software, hardware and equipment that may be suitable for implementation in college environment.
10. Provide technical assistance to campus instruction and technology committees on universal access requirements for persons with disabilities.
11. Develop and maintain a current resource bank of access strategies for the various types of electronic information, including web pages, kiosks, etc.
12. Attend campus committee meetings relevant to the position.

13. 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:**

14. 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).
15. Use highly specialized technology and equipment such as high-speed scanner, Braille machines, tactile graphics machines, close circuit television, Kurzweil reading machines to accomplish work objectives.
16. Serve as a liaison between faculty, students, and DSP or SAS to secure and translate instructionally related materials into alternate formats in a timely manner.
17. Serve as a liaison to statewide center and to community agencies utilized on a contract basis to produce alternate media.
18. Acquire and produce materials in alternative formats.
19. Assist with revisions and updates to the web site and other electronic and print communication environments.
20. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

1. Basic operations, applications, services and activities of assigned program.
2. Equipment, computer software, and up-to-date technologies used to adapt a variety of instructional and informational materials into formats easily accessible by persons with disabilities.
3. Accessibility guidelines and laws for individuals with disabilities such as Americans with Disabilities Act (ADA), Sections 504 and 508 of the Vocational Rehabilitation Act, WCAG 2.0 Level AA web content accessibility standards.
4. Pertinent federal, State and local laws, as specified by the program and student population served.
5. Recent developments, current literature and information related to program.
6. Organization, time management and standard office procedures.
7. The use of the English language for editing and composing written communications, spelling, grammar and punctuation.
8. The use of Windows and Macintosh operating systems, software applications and the interfacing of hardware and software.
9. Accessible hardware such as but not limited to: closed circuit TVs, accessible keyboards and mouse, monitors, desks, Braille note, recorders.

**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. Train others to operate instructional media equipment properly.
7. Determine work priorities and the ability to work independently and follow through on tasks
8. Work with attention to detail and independently with minimum supervision.

**Experience and Education:**

1. Bachelor's degree, or any coursework, training, or education equivalent to a Bachelor's degree.
2. Two years of experience with adaptive computer technology (software and hardware) or related.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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. Experience in providing services to students with disabilities, preferably in the adult level.
2. Knowledge of instructional design and technology.
3. Background in accessibility and assistive technologies.

**WORKING CONDITIONS**

1. Typical office environment.

Board Approved: 7/12/22; 12/20/22

Revision: 6/2016 (adding K.S.A.) 7/2022 (remove curriculum duties) 10/2022 (combining I and II to one classification)

Salary Range: 100

EEO Category: 2B3 – Technical/Paraprofessional