VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: ASSISTIVE COMPUTER TECHNOLOGY/MEDIA ACCESS SPECIALIST

BASIC FUNCTION:

Under the general supervision of the Coordinator of the Disabled Students Program, the Assistive Computer Technology/Media Access Specialist is responsible for the production of alternate print material, access to distance education and electronic information and technology for students with disabilities; the maintenance and repair of related computer hardware and software.

REPRESENTATIVE DUTIES:

Train and assist faculty and staff members to create accessible distance education courses and/or websites; train faculty and staff to format and reformat documents and information to ensure accessibility to students with various disabilities.  

Install, configure and maintain access technology across campus, coordinate repairs and updates with vendors.  

Serve as a liaison between faculty, staff, students and the DSP&S program to secure and translate college and classroom materials into alternate formats.  

Interact with Information Technology staff and college faculty providing, supporting, and maintaining assistive access technologies in mainstream classrooms and labs; coordinate and assist with closed captioning of videos.  

Create and maintain records on configuration and location of all access technology across campus.  

Perform routine computer maintenance in the High Tech Center and the DSP&S office; keep related records.  

Provide technical assistance to campus instructional and technology committees on access requirements for persons with disabilities.  

Serve as liaison between students with disabilities, faculty, and technical staff on accessibility of course material; provide technical assistance and training to students in appropriate use of specialized technology, under the direction of an academic staff member.  

Provide ongoing support for access technology for all students with disabilities and staff on campus; develop and maintain a current resource bank of a variety of instructional media access tools for a variety of disability types.  

Serve as liaison with the State Alternative Media Center and other external agencies and campus entities on issues of and requirements for access technology.

Established November 2000
Assist in performing research and development with new access software that may be suitable for implementation in college environment; contact publishers to acquire electronic texts and other alternate media as required. 

Perform other related duties as required.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Principles and practices of training  
Educational intervention and instructional techniques appropriate for students with disabilities  
Basic assistive technology for students with disabilities (voice recognition, screen enlargement, screen reader, magnification systems, special keyboards, etc.)  
Accessibility requirements for persons with disabilities  
Operation, maintenance, diagnostic, and basic repair procedures for PC/Macintosh computers  
Windows 98 and NT  
Operations and procedures for LAN/WAN software and hardware  
Microsoft Office programs, and the Internet  
HTML and web authoring software

**ABILITY TO:**

Train faculty and staff on the preparation of alternate formats for instructional materials  
Prepare training materials  
Troubleshoot, think creatively, and solve hardware/software problems associated with assistive computer technologies  
Perform maintenance and repair to computer equipment  
Communicate effectively, both orally and in writing, with students and staff  
Instruct students with special needs in the proper usage of PC’s, software and hardware devices  
Work independently, and make recommendations  
Keep accurate records

**EDUCATION AND EXPERIENCE**

Any combination equivalent to two years of college level course work in Computer Science, Information Technology, Education, Special Education, Occupational Therapy, Rehabilitation Counseling, or Assistive Technology and two years of demonstrated experience maintaining, repairing, and troubleshooting computer systems, installing custom programs, adding/removing hardware, including a basic understanding of assistive technology.

**LICENSES AND OTHER REQUIREMENTS**

Certificate in Assistive Technology preferred
WORK ENVIRONMENT

ENVIRONMENT:

High Tech Center computer lab and other campus computing facilities

PHYSICAL ABILITIES:

Seeing to read and review materials, and to work with community college students with various types and severity of disability
Hearing and speaking to exchange information
Sitting for extended periods of time
Dexterity of hands and fingers to operate computer equipment