

DATE: SEPTEMBER 2020

FLSA: NON-EXEMPT

SALARY: O

CBA DESIGNATION: CLASSIFIED BARAGINING UNIT

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACCESSIBLE TECHNOLOGY AND MEDIA COORDINATOR**

BASIC FUNCTION: Ensures the accessibility of information and instructional materials in alternative formats such as creating, modifying, and evaluating media and coordinating timely delivery of accessible and alternative information and instructional materials in alignment with the services provided by the department.

SUPERVISION RECEIVED AND LEAD DIRECTION EXERCISED: Receives direction from assigned director or dean. May provide technical direction to short term employees, work-study students, faculty, staff, and administrators as it relates to adaptive technology and alternate media.

EXAMPLES OF TYPICAL JOB FUNCTIONS:

1. Coordinates timely delivery of and access to instructional materials for students with disabilities or for faculty serving students with disabilities.
2. Evaluates end users' functional limitations and/or needs, and recommends applicable assistive hardware and software; or supports faculty in the development of instructional materials that accommodate such recommendations
3. Evaluates web-based instructional materials and determines level of accessibility and necessary technology for gaining equal access; ensuring timely delivery of captioning of video streaming and audible media for the services provided for the assigned department.
4. Develops and provides workshops, presentations, trainings, technical assistance, support, and/or referrals to RCCD faculty, staff, and administration, in one-to-one and group environments, pertaining to assistive technology, instructional technology, or alternate media to address Section 508 compliance issues; explains the District's responsibilities to provide access to students with disabilities online and/or in the classroom. Workshops outline the laws dictating accessibility, how this can be accomplished, hands-on instruction, and evaluation.
5. Researches, evaluates, and purchases, with supervisor approval, software and hardware that improves access to information and instructional materials for individuals with disabilities.
6. Installs, configures, and maintains computer access technology programs in all labs and classrooms throughout the District for the assigned department.
7. Maintains effective communication and collaborates with college departments in relation to accessible dissemination of instructional materials.
8. Participates in a variety of District and state advisory committees where issues of 508 and ADA compliance are important considerations.
9. Assists in the development of accessibility policies and procedures.
10. Analyzes and makes recommendations for system enhancements and development efforts for assigned department.
11. Coordinates work schedules/assignments for short-term employees.
12. May attend professional development training seminars and classes to maintain and enhance level of knowledge and skills required to satisfactorily provide accessible accommodations.

13. Participates in District-provided in-service training programs.
14. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge of:

1. Techniques and procedures for identifying academic accommodation needs resulting from educational limitations of a disability.
2. Emerging technologies which could minimize the impact of a disability in an educational setting.
3. Academic requirements for community colleges and accommodation requirements at four-year institutions.
4. Community college student services and academic policies and procedures.
5. State and Federal requirements concerning programs for individuals with disabilities, such as Title V, ADA, and Section 504
6. Public agencies working with individuals with disabilities.
7. Community college operations.
8. Technology uses for individuals with disabilities.

Ability to:

1. Work effectively with faculty from diverse disciplines.
2. Demonstrate experience working with individuals and faculty to customize solutions for individuals with disabilities in a complex technology environment.
3. Demonstrate the use for and implementation of Universal Design.
4. Demonstrate expertise and experience training, leading, and coordinating collaborative organizational efforts in support of a high technology assistive initiative for individuals with disabilities.
5. Establish and maintain effective relationships with faculty, staff, students, and others within and outside the organization.
6. Plan, organize, and implement department activities.
7. Prioritize workload and conflicting demands.
8. Read, interpret, and apply policies, laws, rules, and regulations pertaining to individuals with disabilities.
9. Accurately compile data and prepare reports.
10. Participates in development of procedures in concert with manager and team.
11. Pay close attention to detail.
12. Work under pressure with frequent interruptions and maintains flexibility in addressing changing priorities.
13. Maintain enhanced level of knowledge and skills required to satisfactorily provide accessible information and instructional materials.
14. Communicate clearly and concisely, both orally and in writing.
15. Understand and adhere to confidentiality standards under established policies, regulations, and applicable law.

Education and Experience:

A bachelor's degree from an accredited institution in disability services or a related field; and three (3) years of experience with adaptive computer technology (software and hardware); or an equivalent combination of education, training, and/or experience.

Licenses and Certifications: None.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, administrators, other departmental faculty and staff, students, short term employees, student workers, external agencies, vendors, and personnel in other districts.

WORKING CONDITIONS: Employees in this classification typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees are occasionally interacting with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.