

Position: ACCESS Program Specialist	Salary Grade: 21
Department: Special Programs and Services	FLSA: Non-exempt

Summary

Provides assistive technology, alternate media services and auxiliary aides for students with disabilities. Performs testing, support, and accommodation activities for the ACCESS (DSPS) program under the guidance of an area administrator. Provide support to the area administrator in the hiring, selection, and training of student accommodation support staff (interpreters, note-takers, readers) in order to remove barriers and ensure accommodations for students.. Provides faculty and staff with education and guidance regarding the use of various resources to accommodate students with disabilities to increase awareness of disability issues.

Essential Duties and Responsibilities

Provide a variety of specialized technical student services, testing, support, and accommodation services for participants in the ACCESS program; offer general assistance, support, and encouragement for students participating in the program.

Process and confirm receipt of intake forms of students referred to the program as required by Title V and forwards to the ACCESS Counselor for appropriate accommodation.

- Administers and monitors various tests and quizzes . Schedules students for testing in distraction reduced rooms both in ACCESS and at the TLSC.
- Arranges for and schedules program services and/or accommodations resulting from accommodation recommendations.
- Conducts presentations to students about the program and its goals and resources.
- Assists with program registration, orientations and outreach/community activities; ensures that participants have accurate information on forms; answer questions, and forward concerns with the ACCESS program to area administrator.
- Periodically requests IT for installs of new and updated software used in the high technology center. May troubleshoot basic problems with software, referring complex problems to the Management Information Systems department. Maintains inventory records for all equipment and supplies allocated to the program. Processes orders for supplies and equipment as needed.

- Provides adaptive technology in the classroom as needed. Plans, schedules, and trains students in the use of adaptive technologies, for example Smart-Pen and C-Pen., Assists students by administering tests and quizzes in Testing Room and other areas on campus as appropriate.
- Provides training for the face-to-face communication technical device the Ubi-Duo device in various locations on campus. Train staff and faculty on how to communicate with deaf and hard of hearing students using the Ubi-Duo.
- Coordinate and assign deaf students ASL sign language interpreters through RISE Interpreting services according to class schedule or other school events. Assist deaf students completing interpreter requests. Works with Director on renewing annual contract. Communicates with Faculty when ASL interpreters will be working in the classroom.
- Serve as web administrator for bookshare online library: qualify students for bookshare with specific disabilities such as dyslexia, blindness, cerebral palsy, and other reading barriers. Assign students user name and passwords – assign digital books to students 'from online library. Train students on the reading software features.

Educate and train students, staff and instructors as needed on how to utilize appropriate software features such as Kurzweil3000, Caption Sync, etc.; manage a book share online library and assign digital books.

- Arrange, schedule, drive and provide shuttle services for students with mobility disabilities to and from scheduled classes and other school events. Ensure that staff is available to assist with transport of students at designated times. Report mechanical issues to Maintenance for service.
- Works with other departments and services to secure support services for disabled students. Identifies and participates with others to plan and implement methods of removing barriers for students with disabilities.
- Monitors and documents student classroom performance by working with ACCESS Instructional Aid and appropriate reports; refers students to ACCESS Counselors with substandard grades.
- Maintains up-to-date knowledge of trends in the field as well as legislation affecting the nature and scope of services provided.
- Attends community presentations and meetings to give information about the program and the College's capabilities to prospective students. Attends program's advisory board meetings and other meetings relevant to the program.
- Assists in preparing periodic reports in compliance with College and funding authority requirements on program activity.
- Assists in developing and implementing procedures for the College to comply with Americans with Disabilities Act regulations for providing accessible education options to persons with disabilities.
- Provides guidelines and assistance to faculty and staff for formatting printed materials to assure accessibility to persons with disabilities. Utilizes remediation software to make

PDFs accessible. Conducts in-service presentations introducing concepts and requirements for document layout.

- Serves as liaison between faculty, students, staff and others to obtain and translate instructional material into alternate formats that optimize student access and learning.
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- Performs Closed Captioning Services for non-captioned media.
- Provides a variety of technical information and assistance to information technology, public information, committees, and other departments on access requirements.
- Reviews current and emerging assistive technologies that may be needed to support student and employee access. Recommends purchase of specific products.
- Performs other duties as assigned that support the overall objective of the position.
- Assists with selecting, scheduling, and training of student workers.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of programs, resources, regulations, and laws encompassing disabled students. Requires knowledge of alternative teaching and learning methods and media for disabled students. Requires a working knowledge of assistive technology and electronic information equipment, software, and programs, including a basic knowledge of the operation, troubleshooting, and maintenance of respective equipment. Requires experience working with accessibility software. Requires experience producing information in alternate formats including but not limited to Braille, Digital Books, E-Text conversion, Closed Captioning, and Enlarged Text. Requires a basic knowledge of the use of closed caption video presentations. Requires basic knowledge of on-line program and course delivery, effective web page design, layout, and maintenance. Requires sufficient oral and written language and human relations skill to convey technical concepts to faculty and students, exercise patience, resolve confrontation, and conduct in-service training. Requires professional writing skills. **Requires a working knowledge of California Community Colleges Learning and Disabilities Assessment rules, regulations, processes and procedures. Americans with Disabilities Act; Title V Regulations, Olmstead Act (2002) and Rehabilitation Act (1973). requirements, as well as the services that may be available to students from other agencies. Requires sufficient human relations skill to convey technical concepts to students, exercise patience, and make collect disability verification from secondary schools and outside agencies.**

- **Abilities**

Requires the ability to demonstrate sensitivity to a diverse population of individuals with disabilities. Requires the ability to carry out all aspects of the position. Must be able to maintain the learning or simulation lab and equipment in a safe and organized manner. Requires the ability to instruct students in the use of learning assistance equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Requires the maintenance of confidentiality with student records. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Requires the ability to learn and apply laws, rules and regulations pertaining to student access to education and information. Requires the ability to conduct in-service presentations to small groups. Requires the ability to develop layouts for printed material that complies with ADA requirements. Requires the ability to audit and prepare compliance instructions to all forms of communications for students. Requires the ability to establish and maintain productive work relationships with faculty and staff, students, and regulatory agencies. Requires the ability to use and troubleshoot computer-aided adaptive technologies, specialized audio-visual equipment and modern office-productivity computer software. Requires the ability to perform Braille translation and sign language within a reasonable time. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Education and Experience

Requires the equivalent to a Bachelor's degree in secondary or special education and two years of experience working with disabled students in a one-on-one or classroom environment where computer-aided technology is used to facilitate learning. Alternatively, an Associate's degree and six years of experience may satisfy job requirements. Additional experience with alternative learning and student access may substitute for some higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where some safety considerations may exist working with students having at-risk behaviors.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: April 19, 2023