

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

Application Deadline: August 22, 2018; 5:00 p.m.

ALTERNATE MEDIA TECHNICIAN/ASSISTIVE TECHNOLOGY

12 month/year; 40 hours/week

BASIC FUNCTION:

Under direction of the assigned supervisor, provides computer and network support for the Disability Resource/High Tech Center; trains students with disabilities to use assistive technology and alternate media instruments; assists and supports students with learning disabilities on mainstream class assignments; produces alternate media which enables students with disabilities to access college instruction and services.

REPRESENTATIVE DUTIES:

Oversees the daily activities of the Disability Resource/High Tech Center; assists faculty and staff with access requirements for persons with disabilities; develops and maintains procedures such as problem reporting, tracking, lab set-up, student usage tracking, Internet and security.

Implements in-class assistive technology as defined by the DRC Coordinator; supervises, trains and assists students with learning disabilities in the use of assistive computer software and hardware; answers questions, encourages and motivates students as appropriate to learning needs; provides technical support for access to curriculum, distance education courses, web pages, etc.

Works with faculty and the DRC program to secure and translate instructional materials into alternate formats in a timely manner as needed; researches and develops related resources; trains faculty, staff, and students to operate alternate media equipment; obtains, translates and provides course materials in alternative print formats including Braille, large print, e-text/audio formats.

Researches, evaluates, tests, installs, upgrades, configures, troubleshoots and documents software; monitors related computer systems networks, associated peripheral, software, and assistive technology including basic diagnostic and repair; identifies potential conflicts with existing systems; consults with vendors and manufacturers to resolve issues; makes minor equipment repairs; calls for assistance as needed.

Operates a variety of audiovisual, office, and instructional equipment, including a computer, assistive technology, and alternate media production equipment; utilizes the Internet, electronic mail, and other technologies and trainings to maintain current related technical information.

Maintains inventory records of personal computer, hardware, software, network, and related peripheral equipment and a record of equipment repairs and parts utilized.

Orders, receives, and stores supplies; monitors budget allocations; conducts inventories of supplies; provides other clerical/recordkeeping tasks; assists in the general maintenance of supplies, equipment, and safety of the High Tech Center.

Promotes awareness regarding disabilities and available DRC programs to students, faculty, staff, and community; as assigned, trains and provides work direction to others; attends meetings and workshops; performs related duties.

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QUALIFICATIONS:

Knowledge of: Americans with Disabilities Act, Sections 504 and 508 of the Vocational Rehabilitation Act, state regulations regarding alternate media access; principles and practices related to working with individuals with disabilities; basic understanding of classroom techniques and procedures; basic skills in writing, spelling, grammar, reading, math, and study/career strategies; operation of computer hardware and software including Windows, media related programs and adaptive technology used to instructionally assist students with learning and/or other disabilities; resources for access to various types of electronic information including distance education, web pages, and general computer technology; word processing, spreadsheet, and data base software; recordkeeping techniques; interpersonal skills using tact, patience, and courtesy; effective verbal and written communication skills

Ability to: learn, apply, and explain related policies, procedures, laws, rules, and regulations; accurately assess access and requirement issues; work collaboratively with faculty and staff to customize technological learning solutions for students; assist faculty in providing instruction and assistance to student with disabilities; effectively implement assistive technology in classes; install, configure, test, operate and maintain hardware and assistive computer software; develop and implement lab procedures in compliance with assistive technology guidelines; train students to use assistive technology; understand and be sensitive to their needs; maintain a safe and supportive learning environment; research and provide alternate media; learn curriculum, goals, and objectives of the program; collect, compile and analyze information and make recommendations; work confidentially with discretion; develop and present effective training; exercise initiative and independent judgment; analyze data and situations to identify alternative solutions to problems; establish and maintain cooperative relationships with others; complete work with interruptions and distractions; meet schedules and timelines; plan, organize, prioritize and schedule work; collect data, maintain records, prepare reports; coordinate and perform office activities such as filing, typing, duplicating, budget monitoring; accurately maintain computerized files and other records; carry out assignments without detailed instruction; understand and be sensitive to the diverse cultural backgrounds of community college students; communicate effectively with students and adults both verbally and in writing; operate a variety of office equipment including a computer; word processing, spreadsheet and data base software; calculator, copier and others as applicable

WORKING CONDITIONS: Classroom/computer lab environment subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and light lifting (up to 15 lbs).

SALARY AND BENEFITS:

The monthly salary range is \$3,891-\$4,865 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. The District provides an outstanding health and welfare package including; family medical, dental, and vision benefits. Employee life insurance is also provided. There are 19 paid holidays annually.

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APPLICATION PROCEDURE: By **Wednesday, August 22, 2018 @ 5:00 p.m.**, please submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Classified (Non-Academic) Application http://www.mendocino.edu/tc/pg/1316/forms_applications_for_employment.html
- Cover letter
- Resume including education, experience, professional organizations, and accomplishments
- Two recent letters of recommendation addressing experience and abilities

*Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.*

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center.

The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs.

Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

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THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity.

Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development