

Alternate Media Specialist, Accessibility Support Center
(ASC)
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=258810>

Downloaded On: Jun. 27, 2025 6:45pm

Posted Jun. 27, 2025, set to expire Jul. 12, 2025

Job Title	Alternate Media Specialist, Accessibility Support Center (ASC)
Department	Accessibility Support Center
Institution	Cabrillo College Aptos, California
Date Posted	Jun. 27, 2025
Application Deadline	07/16/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Education Administration - Student Affairs
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Job Description

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Salary: See Position Description
Job Type: Full-time (100%)
Job Number:

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2025-02011

Closing: 7/16/2025 11:59 PM Pacific

Location: Aptos/Watsonville, CA

Department: Accessibility Support Center

Employment Opportunity

We need YOU! Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, 12-months per year Alternate Media Specialist, Accessibility Support Center (ASC)** position converts written and visual materials into alternate media including braille, e-Text, audio, large print, digital and tactile graphic formats to meet the needs and preferences of students, faculty and others; demonstrates use and installs and troubleshoots other assistive technology solutions on telephones, computers and laptops; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

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- Based on counselor assessments of disabled students' learning needs, meets with students to determine their current technology skills and the most appropriate alternate media and assistive technology equipment and software to meet their current needs and maximize their learning opportunities; works with students to assist them in developing a practical understanding of the type of assistance and support available and how to use it; when necessary, researches assistive technology solutions to identify devices and evaluate their applicability to student needs and technology skills; demonstrates and trains students on the uses and operations of assistive equipment and software.
- Works with other Accessibility Support Center staff to develop the most effective courses of action in difficult and complex student situations; communicates with faculty to identify alternate media alternatives appropriate to meet course learning objectives; sets up equipment, installs or develops installation instructions for specialized software and works with Information Technology to troubleshoot and resolve problems with equipment and software as they arise.
- Utilizes computers and specialized equipment such as braille embossers, graphics maker machines and specialized transcribing software to convert and adapt courses and other materials into the most appropriate alternate media, including braille, e-Text, audio, large print and tactile graphics, that will meet a student's individual needs; arranges for the use of outside resources to close-caption audio and video materials; researches availability of instructional materials in other formats and scans texts, if necessary, to create digital and audio versions.
- Stays abreast of trends and developments in the fields of alternate media and assistive technologies through research, literature review and professional associations.
- Enters data and maintains student records and prepares periodic reports.

OTHER DUTIES

- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an associate degree program in special education, alternate media, adaptive technology, or a related field, **AND** at least two (2) years of progressively responsible experience in adaptive computer technology, software and/or hardware **OR**
- The equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Trends and developments in alternate media and assistive technology tools, equipment and software available to address the specific needs of students in a college-level environment.
- Application and adaptation of media formats, including braille, e-Text, audio, large print and tactile graphics, to convey a wide range of college-level curriculum using varied methods of instructional delivery to meet individual disabled student learning requirements.
- Techniques, uses and operations of computers, specialized equipment and software to produce materials in alternate media formats.
- The Americans with Disabilities Act and other local, state and federal laws, regulations and court decisions applicable to providing accommodations and support to students, faculty and staff with disabilities.
- Basic principles of learning and learning styles and limitations associated with various types of disabilities.
- Methods and procedures for diagnosing, troubleshooting and resolving equipment and computer hardware and software problems in a laboratory environment.
- Principles and practices of sound business communication; proper English usage, including spelling, grammar and punctuation.
- District purchasing and accounts payable policies, practices and procedures.
- District environmental safety policies and procedures and safety methods and practices applicable to the work.
- Office practices and procedures, including recordkeeping.

Skills and Abilities to:

- Evaluate learning support needs and level of technology skills of disabled students to provide the most appropriate alternate media and/or assistive technologies to meet their individual needs and

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preferences.

- Analyze situations accurately, evaluating alternatives and adopting effective courses of action.
- Organize, set priorities and exercise sound, independent judgment within area of assigned responsibility.
- Interpret, apply and explain District policies and procedures and reach sound decisions in areas applicable to the work.
- Convey empathy and work effectively with students from diverse backgrounds who have differing types and degrees of disability and who bring a range of developed skills in handling an educational environment.
- Prepare clear, concise and accurate reports and other written materials.
- Operate a computer, enterprise software, specialized alternate media equipment and software and other standard office equipment.
- Organize and maintain specialized files.
- Maintain confidentiality of District and student files and records.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

Additional Information

Starting Salary Range:\$5,169to \$5,984per month;plus 5% annual increases up to step 7, maximum initial salary step placement on the[classified salary schedule](#) is step 4. Full-time (40 hours per week) assignment, 12months per year.MondaythroughFriday, 7:30 a.m. - 4:30 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute up to 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and

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vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Application Process:

1. Complete the application and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts for college coursework completed, if applicable, **displaying any degrees conferred** (copies, photos, and downloads are acceptable). Foreign Transcripts must be evaluated for U.S. equivalency at the applicant's expense - [click here](#) for more information

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. Cabrillo is unable to sponsor work visas. A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and by accessing your [application profile](#).

Conditions of Employment

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Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4963782/alternate-media-specialist-accessibility-support-center-asc>

jeid-45f6e71b4c918b4aaca64af513851df

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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