

**SAN MATEO COUNTY OFFICE OF
EDUCATION**

CLASS TITLE: ALTERNATIVE MEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of Visually Impaired teachers will: coordinate, and arrange for, the adaptation of a wide variety of instructional and student services related materials, including, but not limited to braille, tactile graphics, large print and electronic files, using online alternative media sources and automated translation software. Support with and organization of distribution of materials.

REPRESENTATIVE DUTIES:

ESSENTIAL

Transcribe a variety of special materials -- such as menus, train and bus schedules, diplomas, agenda items and Individual Education Plans (IEP) -- into Braille and other media as directed.

Utilize a computer and various specialized software and peripherals to scan, import, transcribe and adapt a variety of documents into Braille such as math, chemistry, foreign language, tests and other instructional materials according to Braille guidelines; emboss, collate and bind Braille materials.

Operate adaptive instructional software programs and other technology for use in the visually impaired program.

Proofread, edit and verify accuracy of transcribed materials; type instructional materials, lessons and other documents in large type print for partially sighted students; utilize a copier to enlarge documents to appropriate size.

Maintain records of transcription work and archive braille and tactile graphics produced for SMCOE.

Monitor and maintain student's membership in institutional alternative media accounts, e.g. Learning Ally, Bookshare, American Printing House and software licenses. Maintain file folder of memberships.

Confer with teachers and other personnel concerning instructional materials and student needs; monitor and assess student needs to determine equipment and material requirements; modify instructional materials to meet the individual needs of students as appropriate.

Receive, process and distribute a variety of books and instructional materials for the visually impaired; notify instructors of new books and materials; apply bar codes to new items and input related information into assigned computer system.

Utilize the internet, State-wide lists and other resources to research, obtain and confer with others concerning Braille and instructional materials for the visually impaired; recommend the purchase of textbooks and instructional materials as appropriate.

Communicate with County Office of Education regarding instructional materials and equipment needs.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, equipment and techniques used in Braille transcription and the preparation of raised-line drawings and large type print.
Operation of a computer and specialized software and peripherals.
Practices and procedures involved in the instruction of visually impaired students.
Proper operation and use of Braille and large print transcription equipment and machines.
Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling. Braille translation guidelines and related Library of Congress rules and practices.
Visually impaired students' learning abilities.
Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills. Record-keeping techniques.

ABILITY TO:

Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print.

LICENSES AND OTHER REQUIREMENTS:

Possess or obtain within six (6) months of employment valid Braille Transcriber certification as issued by the Library of Congress.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with the following physical demands.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and a computer