



# IMPERIAL VALLEY COLLEGE

HUMAN RESOURCES OFFICE  
380 East Aten Road Imperial, CA 92251  
(760) 355-6212 Fax (760) 355-6211

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## CLASSIFIED VACANCY ANNOUNCEMENT

<b>POSITION</b>	<b>Access Technology/Alternative Media Specialist</b>
<b>WORK SITE/DURATION</b>	Information Technology- Enterprise Systems Full-Time, (40 hours/week), 12-Month 55% District / 45% Categorical Funded
<b>COMPENSATION AND BENEFITS</b>	Hourly rate beginning at: \$25.12 - \$26.65 hourly (depending on education and experience) Range 24 on Classified Salary Scale
<b>POSITION DESCRIPTION &amp; INFORMATION</b>	Please see attached job description for all information.
<b>LICENSE REQUIREMENT</b>	Valid Driver's License
<b>APPLICATION DEADLINE</b>	<b><u>August 1, 2017 – September 1, 2017 5:00 p.m.</u></b>

To be considered for the position, applicants must submit the required application materials to the Imperial Valley College Human Resources Office **by the application deadline in order to assure consideration for the position.** Faxed and emailed material will be accepted. **Applications which do not include all of the required materials will not be forwarded to the screening committee for consideration.** Materials submitted become property of the District and will not be returned, copied, or considered for other openings.

You may request an application packet from the Human Resources Department located at 380 E. Aten Road Building 2400, Imperial, CA 92251.

Emailed applications can be sent to [employment@imperial.edu](mailto:employment@imperial.edu) (all documents required **must be signed**).

*Imperial Community College District is an Equal Employment Opportunity Employer.*

## Supplemental Questions – Access Technology/Alternative Media Specialist

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For each of the following topics, please provide a concise and detailed statement, which may include information about where and how you gained your experience and examples of how you have applied your experience. **These supplemental questions will be used as one of the primary tools to screen qualified applicants for interview.** Reference to other application materials is not an acceptable answer to any of the below questions.

1. Tell us your experience in dealing with issues regarding Section 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).
2. What education and experience do you have with accessibility and section 508 of the Rehabilitation Act?
3. Please describe experience and knowledge in alternative text production.
4. What is your experience in working with diverse groups and how do you promote sensitivity and inclusion?

**IMPERIAL VALLEY COLLEGE  
OFFICE OF HUMAN RESOURCES**

**INSTRUCTIONS:** The information you enter on this application will be used to determine your eligibility for employment with the Imperial Valley College. Be sure that you complete the application fully and accurately. Please print legibly. Incomplete applications will not be considered. The statement “**See Resume**” is not an acceptable response, since initial screening and qualifying will be based upon the information in this application.

**NOTE:** Applications are accepted only when a position is open for recruitment. Resumes will not be accepted in lieu of a completed application

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The following checklist is provided for your assistance in ensuring your application packet is complete; incomplete applications cannot be forwarded to our screening committee. The following documents are required and **must be received by application deadline.**

\_\_\_\_\_ Completed Application signed by Applicant

\_\_\_\_\_ Answers to Supplemental Questions

\_\_\_\_\_ Letter of interest that specifically addresses how you meet the minimum and desired qualifications (not to exceed three (3) pages)

\_\_\_\_\_ Résumé

\_\_\_\_\_ Unofficial transcripts

Note: Foreign transcripts and degrees must include an evaluation by a United States clearing House

\_\_\_\_\_ Three (3) letters of recommendation

\_\_\_\_\_ EEO Form (optional)

Please verify that your application is complete by checking each applicable item. Please sign and date the checklist and return it with your application. Thank you for your interest in Imperial Community College District/Imperial Valley College.

\_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_



IMPERIAL COMMUNITY COLLEGE DISTRICT

Serving Imperial County, California

380 East Aten Road
Attn: Human Resources Dept.
Imperial, CA 92251

Telephone (760) 355-6212
Facsimile (760) 355-6211
http://www.imperial.edu/hr

APPLICATION FOR EMPLOYMENT

Part I - APPLICANT INFORMATION

Name: Last First Middle

Address: Street City State Zip Code

Contact Telephone Number: Area Code Email:

Can you legally work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment)

Do you have any friends or relatives working for Imperial Valley College? Yes No
If yes, state name(s) and relationship:

Name/Relationship

Name/Relationship

Part II - EDUCATION

Table with 3 columns: Name and location of institution, trade, technical, or business schools attended; Indicate Degree or Certificate Granted; Major Subjects or Course of Study. Contains 5 empty rows.

(If selected for employment, official transcripts will be required.)

NOTE: Foreign transcripts and degrees must include an evaluation by a United States clearing house.

Three double quote symbols: ""

**Part III –EXPERIENCE**  
**(List most recent position first) Attach additional sheets as needed.**

Position Held:	Start Date	End Date
Employer Name:	Supervisor Name:	
Address:	Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:		
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN:		

Position Held:	Start Date	End Date
Employer Name:	Supervisor Name:	
Address:	Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:		
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN:		

**Part III –EXPERIENCE - CONTINUED**

Position Held:		Start Date	End Date
Employer Name:		Supervisor Name:	
Address:		Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:			
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN:			

Position Held:		Start Date	End Date
Employer Name:		Supervisor Name:	
Address:		Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:			
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN:			

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**PART IV – PROFESSIONAL REFERENCES**

Please list three individuals who can be contacted for information regarding your professional accomplishments and your potential in the position. These individuals should have direct knowledge which has been gained through a professional relationship with you. The references will only be contacted if you accept a final interview appointment. Please note that the District reserves the right to visit the current or any past educational work site and to interview individuals beyond those supplied by you.

<b>Name</b>	<b>Position/Title</b>	<b>Phone Number</b>	<b>Email Address</b>

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**PART V – CRIMINAL HISTORY**

HAVE YOU EVER BEEN CONVICTED OF A CRIME?\*     YES     NO

\*If yes, please explain below. You may exclude convictions that have been expunged, or legally sealed; certain marijuana-related offenses more than two (2) years old; misdemeanor convictions for which probation was completed and the case dismissed; and minor traffic violations. If you are unsure of your disclosure obligation, the District suggests that you seek legal advice.

**IMPORTANT:** A conviction or the existence of a criminal record may not constitute an automatic bar to employment. The District will consider each case separately based on job requirements. However, failure to disclose constitutes grounds for dismissal.

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APPLICANT'S SIGNATURE

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DATE



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**PART VI – CONSENT & DISCLAIMER**

**PLEASE READ BEFORE SIGNING:**

I \_\_\_\_\_, authorize the Imperial Community College District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or government agency to give Imperial Community College District any information they may have regarding me.

\_\_\_\_\_ I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any employment in the service of Imperial Community College District. I further agree to furnish such proof of identification and legal right to work in the United States as may be required. All statements made in this application may be verified, including checks of police records and former employees

\_\_\_\_\_ I request, authorize and consent to the release of information to Imperial Community College District, regarding my previous employment and authorize all past employers or agents that they may designate, to respond to oral or written inquiries from Imperial Community College District regarding my employment record. I agree to release and discharge Imperial Community College District and all past employers, and their respective officers, agents, and employees, from any and all claims, demands, damages, and all other liability arising out of, or as a result of, any oral or written inquiry by Imperial Community College District.

\_\_\_\_\_ I agree and understand that if I attempt to directly or indirectly contact members of the Board of Trustees and/or employees of the District with the intent of influencing their employment decision, that I will be disqualified from candidacy for this position.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

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**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**Voluntary Equal Employment Opportunity Survey**

To comply with Federal, State, and District guidelines in equal employment, the Human Resources Office maintains and Equal Employment file, which yields the composition of the applicant pool (by number of minorities, women, veterans and persons with disabilities applying for employment), and recruitment sources. This form is distributed with each district application. Completing and returning the form is done on voluntary basis. The "Equal Opportunity Survey" is confidential and will not be circulated through the selection process.

Name: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

1. How did you learn of the vacancy? (Please check only one of the following)

- |  |                                       |
|--|---------------------------------------|
| (a) _____ Walk-in/IVC Human Resources Office         | (e) _____ Current IVC employee        |
| (b) _____ Advertisement (Please specify : _____)     | (f) _____ IVC website                 |
| (c) _____ Special recruitment effort by the District | (g) _____ Friend, relative, associate |
| (d) _____ Government employment agency (EDD, etc.)   | (h) _____ Other: _____                |

Please check one block for each of the following questions:

- |                                      |             |               |
|--------------------------------------|-------------|---------------|
| 2. What is your gender?              | Male: _____ | Female: _____ |
| 3. Are you over 40 years of age?     | Yes: _____  | No _____      |
| 4. Are you a person with disability? | Yes: _____  | No _____      |
| 5. Are you a Vietnam Veteran?        | Yes: _____  | No _____      |

6. Ethnic Group Identity

- |   |   |
|---|---|
| (a) _____ Two or more races                         |   |
| (b) _____ White                                     | All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent (Not of Hispanic Origin) |
| (c) _____ Black or African American                 | All persons having origins in any of the Black African groups (Not of Hispanic Origin)  |
| (d) _____ Hispanic or Latino                        | All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.                  |
| (e) _____ Asian                                     | All persons having origins in any of the original peoples of the Far East, and Southeast Asia. This includes, for example: China, Japan, and Korea.     |
| (f) _____ Native Hawaiian or Other Pacific Islander | All persons having origins in Hawaii and the Pacific Islands. This includes, for example: China, Japan, Korea, and the Philippine Islands.              |
| (g) _____ American Indian/Alaskan-Native            | All persons having origins in any of the original peoples of North America.   |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION IN FILLING OUT THIS FORM!**

# IMPERIAL COMMUNITY COLLEGE DISTRICT

## ACCESS TECHNOLOGY/ALTERNATIVE MEDIA SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **BASIC FUNCTION:**

Under the direction of the Chief Technology Officer or assigned supervisor, provide campus wide leadership in the area of access technology to faculty and staff to benefit disabled students. Provide expertise in web page design, distance education delivery methods to ensure accessible format for disabled persons. Work to develop and maintain district guidelines for electronic and information technology (EIT) conformance with requirements specified in Section 508 and Web Content Accessibility Guidelines (WCAG) 2.0. Additionally, oversee the conversion of print materials and video to an alternative media format, (i.e. Braille, closed caption). Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification.*

#### **Access to Distance Education/Electronic Information**

- Develop and maintain a current resource bank of access strategies for the various types of disabilities which students may have.
- Knowledge of disability law (as applied to higher education), state and national disability resources, rehabilitation training, and information design (e.g., Web-based technologies).
- Provide both leadership and assistance in accessible Web page design (accessible Web design, principles of Universal Design and understanding of accessibility issues related to emerging web technologies), accessible distance education delivery systems, and other electronic information systems used by the college, i.e. kiosks, voice registration, library services.
- Provide group in-service and one on one assistance to faculty/staff in their design and redesign of distance education offerings and electronic information to assure the information is provided in an accessible format.
- Provide technical assistance to campus instructional and technology committees, as well as public information on access requirements for persons with disabilities.

#### **Production of Alternate Print Material**

- Serve as a liaison between faculty, students and the DSS program to secure and translate instructionally related materials into alternate formats (i.e. Braille, large print, closed captioning, etc.) in a timely manner.
- Provide guidelines to faculty and staff for formatting documents and information to ensure that they can easily be translated into an alternate format.
- Serve as liaison to the statewide alternate media centers and to community agencies utilized on a contract basis to produce alternate media.

#### **Campus-Wide Accessible Hardware/Software Support**

- Install and support assistive access technologies in classrooms, computer labs and general student use areas to assure system integrity, general safety and operational capability of equipment.
- Monitor operation of computer equipment, software applications and assistive technologies to assure proper execution; identify operational and equipment problems and confer with other District staff and vendors to identify and correct problems; run standard diagnostic procedures to identify equipment and software problems; and test the operation of new and modified software configurations.

- Serve as a technical resource for District employees on the use of assistive technologies; perform analysis and prepare proposals describing benefits and limitations of various assistive technologies, software, and training materials purchase options.
- Maintain knowledge of current trends and developments in access technology.
- Maintain a preventive maintenance schedule for District computer systems and assistive technology equipment.
- Make recommendations on the purchase of computer systems, associated peripherals, software, and assistive technologies.
- Maintain a technical reference library for District assistive technology resources, software and hardware.
- Recruit, select, train and oversee student assistants as appropriate.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Access strategies and requirements for various disabilities.
- Alternative media and print formats.
- Current trends and developments in access technology.
- Principles and basic operations of computer systems and peripheral components.
- Basic computer application documentation techniques.
- Distance education development and practices.
- Web page development.
- Web page access strategies for persons with disabilities.
- Operating system and standard application programs employed on a variety of computers, including Windows-based systems and Macintosh systems.
- Concepts of distributed computing and telecommunication.
- Programming languages.
- System requirements and analysis and documentation.
- Techniques and practices in utilizing standard software applications including word processing, database, telecommunications, graphics, internet, e-mail and spreadsheet software.
- Techniques and practices in utilizing assistive technology software and equipment.
- Tools, equipment and methods of repairing computers and related electronic and communications equipment.
- Basic record-keeping techniques.

### **ABILITY TO:**

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with faculty and staff.
- Provide supportive guidance and training to others.
- Plan and organize work to be able to effectively meet timelines.
- Work independently and confidentially.
- Analyze campus-wide access technology needs.
- Produce media and print in alternate formats.
- Read and interpret computer hardware and software installation and maintenance instructions and other detailed and precise written and oral instruction.
- Configure software to appropriate hardware.
- Perform basic diagnostic checks and take appropriate corrective action.
- Design, develop and implement web pages.

**EDUCATION AND EXPERIENCE:**

Required: At least two years of related college level course work and 2 years or more of experience in a related field or equivalent combination of education and experience.

Desired:

- BS degree in computer science or computer information systems.
- Experience implementing assistive technologies.
- Experience in web page development.
- Extensive knowledge of assistive technology hardware and software.
- Knowledge of laws governing electronic and information technology accessibility in higher education, including, but not limited to, WCAG 2.0 and Section 508.
- Experience providing training and technical assistance on best practices in Web accessibility, design and development.

**WORKING CONDITIONS:**

Classroom and office environment

**PHYSICAL DEMANDS:**

Sitting for extended periods of time. Reaching in all directions. Bending and twisting. Lift and carry 25 pounds.