



Job Title: Accessibility Technician

CLASSIFICATION DESCRIPTION

Department: Accessibility Services

Pay Grade: 104

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position supports the use of instructional technology by providing user support and/or developing web pages, graphics, and similar items as directed. Duties may include responding to help desk questions; providing training on instructional technology; adding audio, video and animation to online, blended, and TeleWeb courses; developing multimedia presentations and computer-based training; installing software updates and patches; maintaining records of activities; and preparing operational reports.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Identifies, evaluates, and researches academic online content for accessibility.
- Confers and collaborates with faculty and instructional designers regarding inaccessible content and how to address it.
- Performs IT processing and design duties which includes adding audio, video and animation to online, blended, and TeleWeb courses; developing multimedia presentations and computer-based training; installing software updates and patches; creating, editing, and manipulating graphics, images, audio files, and video files; and/or performing related duties.
- Coordinates online course technologies, which requires conferring with faculty to determine needs and technology capabilities; training and supporting users; administering course software; and/or performing related duties.
- Produces and uploads remediated accessible academic content.
- Trains and supports faculty and instructional designers regarding production of accessible online content.
- Supports end users of assistive technologies.
- Installs/updates software applications.
- Confers with vendors who provide online learning content to evaluate accessibility.
- Prepares a variety of operational records, reports, orders, and/or other related documents.

- Requires constant training and re-certification in ADA Compliance, Universal Design Techniques; ensures adequate development and coding of course development content; ensures accommodations for those using assistive technology, specifically screen readers for low vision and blind students; and makes sure to help the College meet the legal ADA and 504 requirements.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree in information technology or a related field; three (3) years of related work experience with instructional technology; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Academic course technologies;
- Higher education principles;
- Applicable operating systems;
- Applicable computer programming languages;
- Image/video manipulation techniques;
- Customer service principles;
- Training principles; and
- Computers and related software applications.

Skills in:

- Installing, configuring and troubleshooting technological systems and/or software;
- Converting files;
- Communicating technical information to a non-technical audience;
- Providing customer service;
- Training end-users;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Identify, research, troubleshoot, and resolve complex technical issues; and
- Create websites and website applications.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Certified training in academic course technologies.

Certified training in online security.

Certified training in assistive technologies.

Certified training in applicable operating systems.

Certification in ADA Compliance.

Certification in Universal Design Techniques.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.