

Job Title: OPS Alternate Media Specialist

Compensation: \$19.14 - \$19.14

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 6

Position Summary:

Under the direction of the Accessibility Services Director, coordinates and arranges for the adaptation of a wide variety of instructional and student services-related materials for students with disabilities. Provides coordination and consultation to faculty members, staff and students regarding the availability of alternate media options. Materials may be adapted into a variety of formats including, but not limited to, Braille, large print or closed captioning. Ensures that reformatted materials are available in a timely manner in compliance with federal, state and local regulations. The Specialist must stay current on state and federal regulations to ensure the college is in compliance with all applicable laws and regulations surrounding media access for students with disabilities. Work results have a direct and highly visible impact on the quality of instruction and services. Incumbent is responsible for training and guiding student or casual help and/or reviewing their work.

Requirements:

Education:

Associates degree.

Experience:

Demonstrated experience coordinating the adaptation of a variety of media used in the accommodation of students with disabilities for one year. 3 or more years of experience with alternative media format and captioning systems preferred.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Knowledge:

- Current laws regarding media accessibility and copyright;

- Current delivery media formats including, but not limited to VHS, DVD, Camtasia, Desire to Learn and HTML;
- Alternative text programs such as Kurzweil and DAISY;
- Captioning programs such as Adobe Encore, Ensemble, Subtitle Workshop and video file conversion programs.
- Familiarity with Screen readers such as JAWS, Voice Over, Zoom Text, NVDA

Skills:

- Coordinate and adapt a wide variety of instructional and related materials into a format that can be readily accessed by students with disabilities in collaboration with faculty, Accessibility Services staff, and other college technology staff.
- Analyze course media to be presented, and researches viable formats currently available.
- Coordinate the archival of adaptive materials for faculty to access, and maintain appropriate production records while ensuring that items are destroyed in a manner consistent with current legal practices when appropriate.
- Research media in transcribed or captioned format. Produce captioned or transcribed materials as required by student needs in accordance with disability and copy right laws.
- Ensure students can access materials in a timely manner.
- Collaborate with college staff and faculty to provide the alternative media in a mode that meets students' individual needs.
- Develop, implement, evaluate and revise alternate media formats as necessary for ADA compliance.
- Research new alternative media technologies and makes recommendations to the college community.
- Convert original materials and specially encrypted files into a variety of media formats.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.

- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to electrical currents, workspace restrictions, and travel.

License:

None.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Coordinates large-scale alternative media related projects, which includes troubleshooting complex problems associated with applicable curriculum, material and software; researching technological solutions when necessary; recommending alternative formats and/or creation of accessible options for students.	Daily 30%
2.	Provides support and on-going troubleshooting assistance for faculty and staff in developing Accessible Curriculum	Daily 30%
3.	Coordinates with Accessibility Services Staff to Identify and create alternative formats and resolve potential academic accessibility issues for students registered with Accessibility Services in current or future courses.	Daily 20%
4.	Prepares and presents training and direction to end-users.	Weekly 10%
5.	Meets and coordinates with Director of Accessibility Services to identify key academic barriers or compliance concerns.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.