SANTA ROSA JUNIOR COLLEGE

TITLE: Instructional Accessibility Specialist

CLASSIFICATION: Classified

SALARY GRADE: O

JOB DESCRIPTION:

Under general supervision, provides technical assistance, training, and resource materials to faculty in the areas of web accessibility, accessible online education, and accessible digital media. Consults with and trains faculty on how to create accessibility compliant course materials; designs, and maintains the Distance Education webpages, ensuring compliance to SRJC web and web accessibility guidelines; produces a variety of computer and/or web graphics and multimedia.

SCOPE:

The Instructional Accessibility Specialist serves as the primary contact for faculty and staff to provide assistance in the development and remediation of online course materials that meet District, state and federal accessibility standards; oversees training and support of faculty and staff in the area of online accessibility; conducts reviews of all online and hybrid courses; designs, and maintains the Distance Education web pages.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as primary contact and reviews online course content for compliance of District, state and federal laws and guidelines and alignment with Web Content Accessibility Guidelines (WCAG) 2.0 standards and Section 508 rules.

2. Designs and delivers training and course materials for faculty and staff in the areas of web accessibility, accessible online course materials, and accessible digital media.

3. Provides technical assistance to faculty in creation or remediation of course materials for accessibility compliance.

4. Advises and assists faculty and staff in learning management system(s) and other technology to create content that works well with assistive technology, and understands how to work inside the learning management system to create accessibility compliant course materials.

5. Maintains database that tracks course reviews and progress towards accessibility for all online and hybrid courses.

6. Advises the District on changes in online course technologies, relevant laws, and best practices for accessibility of online course content.

7. Oversees and implements closed captioning for Distance Education accessibility compliance; interfaces with Media Services to provide captioning needs.

8. Plans, designs and prepares the Distance Education web pages site using various applications, such as XML, HTML, CSS, PHP, and the implementation of JavaScript and jQuery; applies strong graphic skills to create optimized graphics and multimedia for District web pages.

9. Develops and maintains expertise with the District's current content and learning management systems.

10. Supervises and organizes the work of student and short-term, non-continuing employees.

ABILITY TO:
Demonstrate accessibility compliance techniques and provide relevant trainings; work independently; make decisions about and troubleshoot accessibility issues; develop accessible web-based resources for teaching and learning; create and maintain accessible web pages; speak and write effectively in English in individual and group settings; work effectively with faculty and staff who have a variety of technological skill levels; give and follow oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:
Fundamentals and techniques of creating and producing accessible web pages, online forms, and digital media; development, assessment, and remediation of accessible web pages; accessibility testing tools; web accessibility laws and web standards, including ARIA and HTML 5, and WCAG 2.0; use of latest methods for progressive enhancement and responsive/adaptive design; current technology including web development tools, computer graphics packages, courseware authoring tools and/or learning management systems, content management systems, with particular expertise in accessibility features of MS Word and Adobe Acrobat software.

QUALIFICATIONS:
Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:
Associate's degree in Web Design, Computer Studies or any Associate's degree and significant course work in a web design related field.

EXPERIENCE:
Increasingly responsible (2-4 years of increasingly responsible) experience with web site design and development, including accessibility compliance techniques and testing tools in creation and repairing of web pages and documents. Previous related work in a higher education setting preferred.