

**TITLE: Coordinator, Online Accessibility**

**CLASSIFICATION: Classified**

**SALARY GRADE: C11**

**SCOPE OF POSITION:**

Under general direction, serves as the primary accessibility technology resource for the District with responsibility for the support, technical direction, assessment, and implementation of new and existing technologies. Coordinates training and provides support to faculty and staff in the areas of web accessibility and accessible digital media. Ensures that information and communication technologies are in compliance with local, state and federal accessibility requirements, as well as the institution's commitment to access and equity.

**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. Coordinates the development of District standards and processes that ensure compliance with technology accessibility requirements consistent with the Web Content Accessibility Guidelines (WCAG).
2. Organizes, audits, validates and remediates projects. Collaborates with others to implement improvements.
3. Develops tools for evaluating technology assets, platforms, and services for compliance with accessibility standards.
4. Educates District faculty and staff on technology procurement standards for the college community.
5. Provides training for faculty and staff on developing accessible web pages and documents.
6. Assists in creating a culture of awareness of web accessibility.
7. Creates and maintains accessibility resources for faculty and staff.
8. Advises the District on changes in technologies, relevant laws, and best practices for accessibility of online content.
9. May serve as a lead worker to other classified and short-term, non-continuing (STNC) employees.
10. Supervises and organizes the work of student employees.

**KNOWLEDGE OF:**

1. Fundamentals and techniques of creating and producing WCAG compliant accessible web pages, online forms, and digital media.
2. Development, assessment, and remediation of accessible web pages.
3. Accessibility testing tools.
4. Web accessibility laws and web standards, including Accessible Rich Internet Applications (ARIA) markup and scripting languages.

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### **KNOWLEDGE OF – Continued**

5. Use of latest methods for progressive enhancement and responsive/adaptive design.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Demonstrate accessibility compliance techniques and provide relevant trainings.
2. Create and maintain accessible web pages and documents.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in computer studies or a closely related field of study required.

### **EXPERIENCE:**

1+ year of related experience with web site design and development, including accessibility compliance techniques, testing tools in creation, and repair of web pages and documents required.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*