

TITLE: Instructional Accessibility Specialist**CLASSIFICATION: Classified****SALARY GRADE: C11****SCOPE OF POSITION:**

Under general direction, 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 the creation of accessible course materials. Reviews online and hybrid courses and organizes remediation work by staff. Designs and maintains the Distance Education web pages, ensuring compliance to web accessibility guidelines. Produces a variety of computer and/or web graphics and multimedia.

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. Creates training materials and delivers trainings and consultations to faculty on accessibility practices.
2. Reviews courses and consults with faculty on accessibility issues.
3. Assists faculty on remediation of course materials. Organizes accessibility tasks and guides staff on implementing accessibility remediation work.
4. Designs and maintains the Distance Education web pages.
5. Maintains awareness of new technology tools and trends related to web accessibility, accessible online education, and accessible digital media. Learns and delivers trainings on new technology.
6. Coordinates with other accessibility experts to form and recommend accessibility plans and policy considerations to the district.
7. Monitors accessibility standards in compliance with applicable regulations, adjusts training materials to reflect changing standards, and strategizes how to implement standards.
8. Records and reports on accessibility of courses, including status of courses.
9. May supervise student employees.
10. May serve as lead worker to other classified and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Fundamentals and techniques of creating and producing accessible web pages, online forms, and digital media.
2. Web accessibility laws and web standards.
3. Current technology including accessibility testing and web development tools, learning management systems, computer graphics packages, courseware-authoring tools.
4. Media production, communication, and dissemination techniques.
5. Relevant local, state, and federal rules and regulations, programs, policies, and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Work effectively with faculty and staff who have a variety of technical skill levels.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous, and professional manner.
6. 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:

Associate degree in web design or a closely related field of study required

EXPERIENCE:

2+ years of related experience with web design and development and accessibility remediation.

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](#).