

TITLE: Instructional Technology and Accessibility Specialist

CLASSIFICATION: Classified

SALARY GRADE: C13

SCOPE OF POSITION:

Under general supervision, provides technical assistance, training, and instructional technology expertise to faculty and staff in the areas of instructional technology purchase and adoption, and instructional content accessibility. Assists faculty with the training and support of all District adopted instructional technologies and conducts research on emerging technologies. Consults with, trains, and assists faculty in the creation of accessibility-compliant course materials. Ensures compliance with institutional, state, and federal accessibility guidelines.

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. Develops instructional materials and provides training for faculty and staff on educational technologies integrated with the District's learning management system.
2. Supports and troubleshoots issues with the District's learning management system and other educational technologies.
3. Researches emerging instructional technologies and recommends their implementation in academic settings.
4. Reviews online course content for compliance with District, state, and federal accessibility laws and guidelines.
5. Provides technical assistance to faculty in creating and remediating course materials for accessibility compliance.
6. Collaborates with Information Technology (IT) and Distance Education (DE) teams to ensure seamless integration of instructional technologies and accessibility solutions.
7. Monitors and responds to support requests through the DE helpdesk, tracking issues and solutions to improve support services.
8. Supervises and organizes the work of student employees.
9. May serve as lead worker to short-term, non-continuing (STNC) staff.

KNOWLEDGE OF:

1. Applicable technology, modern educational technologies, accessibility compliance remediation tools, and standard Microsoft and Adobe productivity software.
2. Copyright regulations and best practices for digital education.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures; including accessibility compliance laws and guidelines.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Design and deliver training to faculty and staff on instructional technology and accessibility compliance topics.
2. Analyze and troubleshoot instructional technology and accessibility issues.
3. Develop and implement accessibility solutions for courses in all online modalities.
4. Work effectively with faculty and staff with varying technological skill levels.
5. Communicate effectively, both orally and in writing.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. 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 instructional technology, instructional design, education, or a related field.

EXPERIENCE:

3+ years of experience in accessibility compliance, instructional technology support, or multimedia development.

OTHER REQUIREMENTS:

Must be able to sit for prolonged periods in front of a computer monitor.

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](#).