

DESERT COMMUNITY COLLEGE DISTRICT

ACCESSIBILITY SPECIALIST

BASIC FUNCTION

Under the direction of the Executive Director, Educational Technology, in collaboration with the departments of Human Resources and Disabled Students Programs and Services, is responsible for establishing an environment that is compliant with the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 (including Sections 503 and 508) and other relevant federal and state laws pertaining to accessible Information and Communication Technologies. Provide training, resources and support to staff and faculty to ensure that accessibility compliance standards are developed and implemented.

REPRESENTATIVE DUTIES

Essential Duties

1. Collaborate with campus departments, divisions, and/or administrative units in identifying and incorporating access needs and regulatory compliance in day-to-day operations and planning processes.
2. Develop and offer educational opportunities for faculty and staff in the use of universal design principles and accessibility techniques.
3. Collaborate with departments to conduct surveys to evaluate the accessibility of all information and communication technologies.
4. Provide technical expertise and consultation to departments and/or individuals to create plans and strategies to address identified compliance issues.
5. Provide training, resources, and support to staff and faculty to ensure websites and webpages meet accessibility compliance standards.
6. Serve on key information and communication technology-related committees.
7. Perform research and determine accessibility for new technology requested by departments; participate in all aspects of implementation.
8. Maintain current knowledge of industry advances and changes to related laws and regulations; research and evaluate accessibility changes on multiplatform computer operating systems, software applications, and emerging software applications; monitor and advise on new or changing laws and technical standards related to accessibility of ICT and online course content.
9. Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students and employees.
10. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.

Other Duties

11. Other related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Pertinent federal, state, and local laws, codes, rules, regulations, policies, and procedures related to area of assignment including: Section 503 and Section 508 of the U.S. Rehabilitation Act of 1973; Americans with Disabilities Act of 1973; California Government Code 7405; W3C WCAG 2.0 Level AA web content accessibility standards; Assistive Technologies Act of 1998; ICT accessibility best practices.

Ability to: Perform a variety of specialized duties involved in identifying and suggesting potential solutions for accessibility barriers; provide specialized and technical support and assistance; analyze and solve complex and difficult accessibility problems related to people, processes, and technology; maintain current knowledge of applicable guidelines, rules, regulations, requirements, and restrictions; provide training for faculty and staff on accessible ICT and Section 508 compliance; develop and deliver presentations related to area of assignment; conduct effective meetings; collect data and compile reports; understand and follow oral and written directions; work independently with very little or no direction; operate computers and peripheral equipment properly and efficiently; operate a variety of office equipment; work productively and cooperatively with others; work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students and employees; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to a Bachelor’s degree in computer science or related field, **AND**
Two (2) years of experience in accessibility compliance with applicable state and federal laws, researching and implementing new technologies and providing training to end users **OR**

Associate’s degree in computer science or related field **AND**
Three (3) years of experience in accessibility compliance with applicable state and federal laws, researching and implementing new technologies and providing training to end users.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Classified

Range 19
Classified Salary Schedule
Board Approval: June 14, 2018
Revised: November 14, 2018