

**JOB TITLE:** Distance Learning Accessibility Specialist  
**PAY GRADE:** CL 19  
**LAST REVISED:** 9/4/2024

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned manager, performs a variety of specialized duties involved in identifying and recommending potential solutions for accessibility barriers based on current applicable guidelines, laws, and regulations, including, but not limited to, the Americans with Disabilities Act (ADA) and Section 508 for Electronic and Information Technology (EIT); works in collaboration with faculty through trainings and remediation to ensure compliance with applicable standards, practices, guidelines, and laws; and provides expertise and guidance to faculty in instructional-related accessibility technology and national accessibility standards, practices, and guidelines.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Audits and reviews new and existing online, hybrid, and web-enhanced courses for compliance with accessibility laws, regulations, and guidelines; identifies and remediates instructional materials that present barriers for students; remediates inaccessible course materials following current guidelines and other accessible standards as they are developed; provides faculty with a checklist and resources to bring courses into compliance.
2. Provides assistance and ongoing support to faculty for the development and/or redesigning of online course content that is 508 compliant/universally accessible; works with faculty in applying accessibility and usability standards, requirements, and laws in course design to ensure that all instructional technologies used to support learning are universally accessible.
3. Audits and makes recommendations for software, applications, websites, and materials to ensure compliance with accessibility standards as established in appropriate guidelines, laws, and regulations; ensures that District instructional software is 508 compliant by reviewing Voluntary Product Accessibility Templates (VPATs); reviews and tests third-party electronic and information technology for accessibility compliance; works with appropriate District staff to develop and maintain a list of approved third-party applications, websites, and vendors for instructional use.
4. Assists Distance Learning and District staff with the re-reviews during the Online Course Review Process (Effective Practices and Accessibility).
5. Works with divisions to ensure all non-instructional items (flyers, graphs/charts, PDFs, etc.) are compliant; trains staff on how to make content accessible.
6. Develops and implements processes to meet instructional-related compliance with laws, regulations, and established technical standards.
7. Develops instructional course materials and templates related to accessibility standards.
8. Serves as primary contact person for faculty regarding questions related to accessibility of online and

web-enhanced course content.

9. Works in conjunction with and reports out to appropriate District staff on instructional accessibility-related items.
10. Designs and provides training, training materials and exercises, job aids, and support for multi-platform computer operating systems, general software applications, web-authoring software applications, instructional technologies, and institutionally supported specialized applications (operational and administrative) related to accessibility.
11. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
12. Performs related duties that support the overall objective of the position.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Methods, processes, procedures, and best practices for Distance Learning, including Learning Management Systems (LMS), Electronic and Information Technology (EIT) accessibility standards and effective alternative solutions, technology training, multimedia technology and production, and equipment care and maintenance.
- Federal, state, and local laws and regulations regarding copyrights, trademarks, licensing, and communicating with students, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).
- California Community Colleges Online Education Initiative and Accessibility Center.
- Methods and techniques of public relations.
- Principles and practices of project management.
- Principles and procedures of record keeping and filing.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading and formatting techniques.

### **Ability to:**

- Provide technical expertise, support, and training for Distance Learning and Electronic and Information Technology (EIT) accessibility standards, including installing, programming, configuring, and maintaining EIT equipment, software, and devices; analyzing and solving accessibility problems; and identifying and suggesting potential solutions for accessibility barriers.
- Maintain a high level of attention to detail.
- Read and interpret manuals and other technical documentation.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain up to date and accurate records, manuals, publications.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including specialized programs and equipment used in distance learning and EIT, database management.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Compile information and prepare business correspondence and reports.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Work independently or collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Equivalent to the completion of the twelfth grade or General Educational Development (GED) supplemented by college level coursework in instructional technology, multimedia production, or a technology related discipline.

**Experience:**

- One year of experience that includes researching and implementing new technologies and providing training to end users, including accessibility and regulatory compliance.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office or classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: TBD