# San Diego Community College District
**CLASSIFICATION DESCRIPTION**

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| Job Code: | C3800 |
| Original Date: | 01/2023 |
| Last Revision: | 07/2023 |
| Staff Type: | Classified |
| FLSA status: | Exempt |
| Salary Range: | 4 |

**Title:** **Accessibility and DSPS Systems Manager**

**Unit:** **Management**

## DEFINITION

Under the general direction of the Dean, Wellness and Disability Support Programs and Services, the Manager will provide overall leadership and strategic planning for accessibility as defined by Section 508 of the Rehabilitation Act, which focuses on leading in the areas of web accessibility, procurement and digital content accessibility, in the integration of usability and accessibility in products and services, and will manage the DSPS workflow system at the San Diego Community College District. The Manager will serve as subject matter expert for the District to meet institutional compliance with laws, regulations, and established technical standards related to access technology.

## EXAMPLES OF DUTIES

1. Provide districtwide leadership and strategic planning for accessibility as defined by Section 508, which focuses on the leading areas of web accessibility, procurement and digital content accessibility in the integration of usability, accessibility in products and services provided by the District.

2. Identify opportunities to adapt and better support accessibility processes and procedures, including the development of alternative text materials and the provision of assistive technology necessary for all products, services, experiences, current technology, emerging technology, and access to all within the educational environment.

3. Perform a variety of specialized duties involved in identifying and recommending potential solutions for accessibility barriers based on accessibility related laws for Electronic and Information Technology (EIT) and Distance Education (DE).

4. Work collaboratively and professionally with faculty and staff to ensure compliance with applicable standards, practices, guidelines, and laws; and provide expertise and guidance to faculty and staff in technology accessibility and accessibility standards, practices, and guidelines.

5. Manage DSPS operational system (Clockwork) and integration with District student record system (Campus Solutions). Serve as the liaison between DSPS, IT, and vendors to ensure continuity of operations, continuous improvement, and enhancement integration.

6. Design and provide training, training materials, training exercises, job aids and support for software applications, instructional technologies, and institutionally supported specialized applications (operational and administrative) as directed by District Board Policies and Administrative Procedures.

7. Audit distance education courses (online, hybrid, and web-enhanced courses), websites and materials for compliance with accessibility laws and regulations; make recommendations for enhanced accessibility and compliance.

8. Manage and oversee the District's Accessibility, Design and Usability Project, provide training, resources, and support for faculty to ensure accessible course design, instructional materials, and EIT.

9. Manage and oversee the coordination of complex projects that involve a high level of collaboration including developing successful business processes such as accessibility capability maturity models, with the ability to clearly communicate in written, oral, and presentation formats.

10.     Review and test third-party electronic and information technology Voluntary Product Accessibility Template (VPAT) for accessibility compliance including publisher websites requiring an access code.

11.     Create and maintain a list of approved third-party applications, websites, and vendors for use by faculty, staff, Curriculum Committee, and the Bookstore.

12.     Maintain current knowledge of industry trends 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 EIT and online course content.

13.     Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities, model inclusive behaviors; and achieve equity in outcomes.

14.     Perform related duties as assigned.

## DESIRABLE QUALIFICATIONS

Knowledge:
>        Applicable federal, state, and local laws, codes, rules, regulations, policies and procedures related to area of assignment including, but not limited to: Section 508 and Section 504 of the U.S. Rehabilitation Act, Americans with Disabilities Act, California Government Code 11135 and 7405, Twenty-First Century Communications and Video Accessibility Act, Section 225 of the Telecommunications Act, WCAG 2.0, 2.1, and 2.2, and other accessibility legislation.
>        California Community Colleges Online Education Initiative and California Community Colleges Accessibility Center.
>        District organization, operations, mission, strategic objectives, policies, procedures, and rules.
>        Effective communication methods, techniques, and modes with diverse stakeholders.
>        Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
>        Equally effective alternative solutions for EIT accessibility
>        Protocols and procedures for setting up new EIT equipment and installation of software, and methods and techniques used in troubleshooting and performing routine maintenance on various EIT hardware and software applications.

Skills and Abilities:
>        Communicate effectively with diverse stakeholders, orally and in writing.
>        Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
>        Establish and maintain effective working and professional relationships with individuals from diverse communities
>        Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
>        Maintain accurate records and produce detailed, thorough, and accurate statistical analyses and reports.
>        Maintain appropriate professionalism in stressful situations.                                 .
>        Provide training and professional learning opportunities to faculty and classified staff Districtwide.

Training and Experience:
> Any combination of training and experience equivalent to: a bachelor's degree from an accredited college or university in Business Administration, Information Technology, Rehabilitation Counseling with an emphasis in Assistive Technology, Management, Marketing or a related field; AND 2-4 years of experience in a position directly related to the duties and responsibilities of this classification.
>
> Desired but not required, a Master's degree in Information Technology, Rehabilitation Counseling with emphasis in Assistive Technology or equivalent is preferred.
>
> Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

License:
> Valid California driver's license.

## WORKING CONDITIONS

Physical Requirements:
> Category III

Environment:
> Favorable, usually involves an office. Moderate travel is required.