San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code: J1002
Original Date: 02/2025
Last Revision: 02/2025
Staff Type: Classified
FLSA status: Non-Exempt
Salary Range: 25

Title: **Accessibility Specialist**

Unit: **Office Technical**

DEFINITION:

Under the direction of the designated campus manager and in collaboration with the Coordinator for Disability Support Programs & Services (DSPS), will provide training, resources, and support to students, faculty, and staff in relation to the development and implementation of accessibility compliance standards in accordance with the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 (including Sections 504 and 508), and other relevant federal and state laws pertaining to accessible Information and Communication Technologies.

EXAMPLES OF DUTIES

1. Coordinate the procurement, production and remediation of instructional materials in alternate formats in collaboration with instructional faculty.

2. Serve as the primary contact for the assistive computer labs; assessing student technology skills and offering direct support.

3. Develop and offer educational opportunities for students, faculty and staff using universal design principles, accessibility practices, and emerging assistive technologies.

4. Provide training and work direction to part-time staff working in the assistive computer lab.

5. Provide technical expertise and consultation to departments, divisions, administrative units, and/or individuals to resolve hardware/software incompatibility issues, create plans, and strategies to address identified issues in daily operations and long-term planning.

6. Maintain an inventory of accessible software and hardware on campus. Advise on the purchase and upkeep of accessible workstations and technology.

7. Serve as primary accessibility and compliance monitor for the campus DSPS webpage and digital communications. May serve as a content editor and contributor across multiple platforms.

8. Collaborate with IT departments to facilitate training and support for electronic accessibility compliance.

9. Serve on key information and communication technology-related committees. Advocate for accessibility in the campus technology plan.

10. Maintain current knowledge of industry advances, emerging technologies, and changes to related laws and regulations; research and evaluate accessibility changes in operating systems, software applications, and digital tools; monitor and advise on new or changing laws and technical standards related to the accessibility of ICT and online course content.

11. Support the college and collaborate with District partners to research new instructional technologies under consideration and make recommendations for accessible alternatives for students to access educational information and demonstrate knowledge.

12. Sensitivity to and understanding of disabilities and the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees.

13. Meet schedules and timelines, organize multiple projects and carry out required project details throughout the year.

14. Other related duties as assigned.

DESIRABLE   QUALIFICATIONS

Knowledge:
    Accessibility and assistive technologies
    California Community College organization, operations, policies, and objectives.
    Development and deployment of training materials utilizing current methods.
    District and program goals and objectives, policies, requirements, rules, regulations, and procedures as applied to assigned program.
    English usage, grammar, spelling, punctuation, and vocabulary.
    Instructional design, universal design for learning (UDL) and related technologies.
    Modern office practices, procedures, equipment, systems, and applications.
    Operation and use of computers and basic software applications necessary for area of specialty.
    Oral and written communications skills.
    Pertinent federal, state, and local laws, codes, rules, regulations, policies, and procedures related to area of assignment including Section 504 and Section 508 of the U.S. Rehabilitation Act of 1973; Americans with Disabilities Act of 1973; California Government Code 7405; W3C WCAG 2.1 Level AA web content accessibility standards; Assistive Technologies Act of 1998; ICT accessibility best practices.
    Principles and practices of work direction and training.
    Record-keeping techniques.

Skills and Abilities:
    Analyze problems and take corrective action in a professional manner.
    Collect data and compile reports.
    Communicate clearly and effectively both orally and in writing.
    Coordinate projects, goals, and work assignments.
    Develop and deliver presentations related to the area of assignment.
    Efficiently and effectively operate computers, software, and a variety of office equipment; proficient in the use of Microsoft Suite and its associated services.
    Establish and maintain effective working relationships with others.
    Experience in providing services to individuals with disabilities, preferably adults in an educational setting.
    Interpret and apply procedures, requirements, and regulations.
    Maintain current knowledge of applicable accessibility guidelines, laws, best practices; provide training for faculty and staff on accessible ICT and Section 508 compliance.
    Maintain records and prepare reports.
    Organize and manage meetings effectively on objectives relating to the role.
    Provide specialized and technical support and assistance; analyze and solve complex and difficult accessibility problems related to people, processes, and technology.
    Understand and follow oral and written directions.
    Work independently and set priorities.
    Work independently with little or no direction; demonstrate strong problem-solving skills.
    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.

License
> Valid California Driver's License

Training and Experience:
> Any combination equivalent to a bachelor's degree in a related field, and two (2) years of experience related to assistive and adaptive computer technology;
>
> OR
>
> An associate degree in a related field and three (3) years of experience related to adaptive computer technology.

WORKING CONDITIONS

Physical Requirements:
> Category III.

Environment:
> Usually involves an office and computer lab environment subject to constant interruptions and frequent interactions.