DEFINITION
Under the general direction of the Administrator, provide expertise in universal design application and assist faculty and other instructional staff with ensuring that documents and other materials are accessible using universal design techniques.

ESSENTIAL DUTIES:

1. Designs and delivers training and course materials for faculty and staff in the areas of online accessibility.

2. Advises and assists faculty and staff in learning management system(s) and other technology to create content that integrate with assistive technology.

3. Maintains database that tracks course reviews and progress towards accessibility compliance; interfaces with internal and external resources to support captioning needs.

4. Perform live trainings for employees on universal design.

5. Perform complete audits and validation testing on software and documents, based upon Section 508 and/or W3C WCAG 2.1 accessibility guidelines.

6. Maintain current knowledge of emerging trends related to accessibility of information and communications technology.

7. Work in collaboration with Information Technology Services, Student Accessibility Services, Distance Education, and other related departments to plan, coordinate and educate the college community about the importance of universal design.

8. Identify and recommend areas where existing policies and procedures require change, or where new ones need to be developed, especially as it relates to information and communications technology accessibility.

9. Participates in conferences and activities related to technology and accessibility.

10. Write detailed findings to document identified issues and recommend potential solutions and best practices for remediation of accessibility violations.

11. Work with third-party service providers, vendors, and serve as a liaison for information and communications technology accessibility services.

12. Monitor and advise on new or changing laws and technical standards related to technology accessibility.

13. Prepare and conduct training on accessibility related topics.

15. Develop training materials and guides - to make various documents accessible such as manuals, training videos, and quick tips.

16. Inspect documents manually to ensure the accuracy of automatic accessible checkers.

17. Work with third-party service providers, vendors, and serve as a liaison for information and communications technology accessibility services;

18. Demonstrate sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the Colleges’ students, faculty, staff and community;

19. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.

20. Perform other related duties as assigned.

**KNOWLEDGE OF**

1. Fundamentals and techniques of creating and producing online forms, and digital media;
2. Development, assessment, and remediation of accessible web pages;
3. Accessibility testing tools;
4. Web accessibility laws and web standards, including ARIA and HTML 5, and WCAG 2.0;
5. Use of latest methods for progressive enhancement and responsive/adaptive design;
6. Current technology including web development tools, computer graphics packages, courseware authoring tools and/or learning management systems, content management systems, with particular expertise in accessibility features of MS Word and Adobe Acrobat software;
7. Teaching and or presentation experience;
8. Experience with course or program development;
9. Information and Communications Technology (ICT) and Instructional Material Accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973, in accordance with California Government Code §7405.

**SKILLS TO:**

1. Interpret, apply, and explain rules, regulations, policies and procedures;
2. Establish and maintain cooperative and effective working relationships with others;
3. Serve as a technical resource for ICT accessibility to faculty and staff;
4. Meet schedules and timelines;
5. Work collaboratively within a team(s);
6. Maintain records and files;
7. Differentiate colors and provide guidance on color contrast requirements that meet WCAG standards;
8. Effectively and independently lead projects to completion.

**ABILITY TO:**

1. Work collaboratively and effectively communicate with faculty and staff
2. Solve problems and provide recommendations and solutions
3. Plan and organize work
4. Prepare for and conduct training sessions
5. Serve as a technical resource for ICT accessibility to faculty and staff
6. Interpret, apply, and explain rules, regulations, policies and procedures
7. Establish and maintain cooperative and effective working relationships with others
8. Operate a computer and assigned office equipment
9. Meet schedules and timelines
10. Work in a team
11. Maintain records and files
12. Differentiate colors and provide guidance on color contrast requirements that meet WCAG standards
13. Prepare comprehensive narrative and reports
14. Provide services at both Fremont campus and Newark Center.
15. Effectively and independently lead projects to completion

**MINIMUM QUALIFICATIONS**
Any combination equivalent to: Bachelor’s degree with significant coursework in computer science, instructional design, instructional technology, digital arts or related field; one-year experience with accessibility compliance techniques and testing tools in creation and repairing of documents.

Must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practices.

**OTHER REQUIREMENTS**
- Valid California Class C Driver’s License

**PHYSICAL DEMANDS**

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<th>Activity</th>
<th>Frequently basis)</th>
<th>(weekly)</th>
<th>Few Times a day (1-4 times per day; 1-2 hours)</th>
<th>Several Times per Day (5+ times per day; 3 or more hours)</th>
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<tbody>
<tr>
<td>Standing</td>
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<td>Walking</td>
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<td>Grasping</td>
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<td>Finger Dexterity</td>
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<td>Ability to hear for direction</td>
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<td>Ability to effectively communicate</td>
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<td>Ability to visually perceive objects</td>
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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**ENVIRONMENTAL ELEMENTS/SAFETY/HAZARDS**
- Primarily indoors
- Office environment
- Night, weekend and off schedule work may be required