

COMPTON COMMUNITY COLLEGE DISTRICT



ACCESSIBILITY and COMPLIANCE COORDINATOR

FLSA: EXEMPT

POSITION DESCRIPTION:

Under general direction of the assigned administrator performs a variety of specialized duties involved in identifying and recommending potential solutions for accessibility barriers based on the World Wide Web Consortium's (W3C's) Web Content Accessibility Guideline (WCAG) 2.0 Level AA standards as well as compliance with the Americans with Disabilities Act (ADA), Section 508, and other accessibility related laws for Electronic and Information Technology (EIT); works in collaboration with faculty and staff to ensure compliance with applicable standards, practices, guidelines, and laws; and provides expertise and guidance to faculty and staff in assistive technology and national accessibility standards, practices, and guidelines. Responsible for ensuring the District's compliance with various laws, regulations, and applicable standards related to access technology.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned administrator. Exercises no direct supervision over staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
- Provide advice on the development and implementation of processes to meet institutional compliance with laws, regulations, and established technical standards related to access technology, including by not limited to, ADA Section 508 and W3C's WCAG 2.0 Level AA standards.
- Develops, implements, and periodically assess and review District-wide policies, procedures, services, and practices related to ADA and accessibility compliance obligations of the District in areas such as public services, educational/instructional services, student support services, facilities design and alteration, information and technologies, transportation, and employment.
- Assists in the development and implementation of training and development activities for administrators, faculty, and staff to increase knowledge and understanding of ADA policy, issues and compliance responsibilities and identifying and incorporating access needs and regulatory compliance in their comprehensive planning process.
- Coordinates review and training of software programs and adaptive technologies to ensure products and services sufficiently support 504 and/or 508 accessibility and overall ADA compliance including WCAG2.0 Level AA standards.
- Audit current EIT on campus, including District (public and MyCompton) sites, and make recommendations for compliance with accessibility laws, regulations, and standards.
- Provide high-level feedback for online, hybrid, and web-enhanced courses regarding conformance with accessibility standards and regulations such as Section 508 and WCAG 2.0 Level AA accessibility standards; make recommendations for compliance.
- Provide training, resources, and support to faculty and staff to ensure websites and webpages meet accessibility compliance standards.

- Collects, compiles, analyzes, interprets, and presents information and statistical data related to assigned responsibilities.
- Review and test third-party electronic and information technology Voluntary Product Accessibility Templates (VPATS) accessibility compliance including documentation for Canvas Learning Tools Interoperability (LTI), Electronic Publisher Content, and other software requests in collaboration with the Distance Education Manager.
- Recommends appropriate proactive or corrective actions to address disability and access compliance issues; monitors the progress toward established goals and objectives on a district-wide basis.
- Participates in the review of building designs and alterations as they relate to ADA and accessibility compliance obligations and makes recommendations.
- Stays abreast of legislative changes affecting ADA and other related accessibility compliance regulations, analyzes the effects, and makes recommend accessibility standards for software, equipment, and components.
- Assist in performing research and development with new technology that may be suitable for implementation within the District; suggest accessibility solutions as part of implementation.
- Prepares a variety of descriptive and evaluative reports, correspondence, and makes presentations related to compliance issues.
- Attends and participates in committees to provide subject matter advice and guidance related to assigned responsibilities.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state, and local laws, regulations, and guidelines related to area of assignment including: Section 508 of the U.S. Rehabilitation Act; Americans with Disabilities Act; California Government Code 11135; Twenty-First Century Communications and Video Accessibility Act; Section 225 of the Telecommunications Act; Section 501 and 505 of the U.S. Rehabilitation Act; and Office of the State CIO, Information Technology (IT) Policy Letter 10-10
- Various standards related to area of assignment including EIT accessibility standards; W3C WCAG 2.0 Level AA web content accessibility standards; and Assistive Technology Act of 1998.
- California Community Colleges Online Education Initiative and California Community Colleges Accessibility Center.
- Technical aspects of field of specialty; EIT accessibility best practices; EIT and Web access for individuals with disabilities; current computer, web based and access technologies; protocols and procedures for setting up new EIT equipment and installation of software; methods and techniques used in troubleshooting and performing routine maintenance on various EIT hardware and software applications.
- Equally effective alternative solutions for EIT accessibility; best practices in EIT and accessibility training protocols for faculty and staff.
- Basic principles and practices of project management; principles and procedures of record keeping; oral and written communication skills
- Research, analytical, and statistical methods used in assigned area

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.
- Install, program, configure and maintain accessible EIT equipment, software, and devices; maintain current knowledge of applicable guidelines, rules, regulations, requirements, and restrictions.
- Act as a conduit between District service organizations, such as Institutional Technology and Procurement, and areas with direct contact with students such as Academic Affairs and Student Services.

- Provide training for faculty and staff on accessible EIT and Section 508 compliance; develop and deliver presentations related to area of assignment;
- Work effectively and tactfully with individuals with differing needs, goals, and priorities.
- Maintain effective working relationships with District administrators, staff, employee representatives, students, and regulatory agency representatives.
- Interpret and apply applicable laws, regulations, policies, and precedents pertinent to assigned area.
- Work independently on complex assignments.
- Prepare effective and comprehensive oral and written communications, reports, and presentations.
- Effectively utilize computer equipment, software, and hardware in the performance of duties.
- Learn specialized computer applications and understand assistive technology applications.
- Plan, coordinate, implement, and monitor ADA, 504, and 508 compliance activities.
- Design and manage effective control, information, and documentation systems.
- Anticipate conditions, plan ahead, establish priorities, and meet deadlines.
- Adapt to changing situations.
- Work effectively under pressure.

Education and Experience:

Bachelor's degree in computer science or a related field **AND** three years of recent, full-time experience that includes researching and implementing new technologies and providing training to end users; experience with access technology that demonstrates knowledge and understanding of accessibility and regulatory compliance issues in highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.