

Job Description

Position Title: ADR Accessibility Specialist

Job Family: Registrar & Admissions

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The ADR Accessibility Specialist facilitates accessible media conversion, oversees all alt-media correspondence, conducts accessibility reviews of course shells, directs the document-conversion workflow processes and is responsible for ADR's confidential database management. This position serves as the ADR records liaison and maintains the instructional media/documents. The ADR Accessibility Specialist ensures accessible media, document conversion, and oversight for users across the College (students, faculty, staff, administrators, and community members). Remediates course-level media by scheduling and planning media conversion for courses, facilitating media evaluation and repair with instructors specific to each document/media format and application, delegating the repair of noncompliant media, coaching faculty and CLT staff on legal requirements of video production, editing video captions, compiling final video files and uploading compliant revisions into D2L courses.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Researches licensure and acquisition rights; ensures distribution rights comply with legal guidance related to nondiscriminatory media formatting in post-secondary institutions.
2. Designs and maintains statistical reports related to volume of media services.
3. Administers the confidential Access and Disability Resources database.
4. Researches, compiles, and analyzes departmental records, and determine their schedule of retention in accordance with IAR Records Management Liaison responsibilities.
5. Provides technical support for questions related to the AIM database.
6. Processes and oversees procedures of the ADR student database.
7. Manages document retention and archival as department records liaison.
8. Conducts course shell reviews for content accessibility, and triages remediation of inaccessible content.
9. Disseminate instructions to faculty and field responses, monitor status and pertinence of follow-up notices
10. Serves as main point of contact for Alt-Media lab in all email and phone call communications.
11. Tests academic materials and instructional technologies
12. Designs and maintains commonly-used forms, reports, and workflows within the confidential database.
13. Tests for accessibility of documents and online course materials.

14. Recommends purchases of equipment and software, solicits bids.
15. Creates accessible instructional materials and electronic information technology.
16. Serves as the main alt-media correspondence point-of-contact for faculty, staff, and administrators.
17. Triage the schedule and priority of media alterations, such as adding captions, adding descriptive audio, transferring media from one platform/format to the next.
18. Schedules jobs with media conversion contracting services.
19. Collaborates on media remediation strategies with instructors and instructional designers.
20. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of internal and external customer service principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in organization, coordination and management
6. Skill in positive, productive and flexible customer service
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High School Diploma or GED required.
- Associates degree in General Studies or a closely related field of study preferred.
- One (1) to three (3) years of related experience required.
- Three (3) to five (5) years of related experience preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check required
- DMV Check/Current and Valid AZ Driver's License