

# Job Description

Position Title: ADR Accessibility Technician

Job Family: Student Services

Job Level: Support & Service - Entry

FLSA Status: Non-Exempt

Salary Grade: 03

## Position Summary:

The ADR Accessibility Technician works within the Access and Disability Resources (ADR) team reporting to the ADR Supervisor - Learning Center within the ADR team. The person in this position works across College settings to develop digital media resources based on project objectives, format, content, methodology, target audience, timelines, and available facilities and resources. The team member in this position works effectively and professionally in both independent and team environments to support the overall missions of the Access and Disability Resources Department, as well as the missions, visions, and goals of the College. The person in this position supports the accessibility of learning materials and environments across College domains, while also facilitating accessible materials for all College users (students, faculty, staff, administrators, and community members).

## 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. Works extensively with media formatting tools and files including: ePUB, MathML, Microsoft Office Suite Programs, HTML, SRT (SubRip, Subtitle) captioning files, and Audio/Video formats such as mp3, wav, and mp4.
2. Uses specialized knowledge and experience to use and manipulate accessibility software programs, including: equatIO, MathType, OmniPage, ABBYY; Kurzweil100, Duxbury, Swift, Camtasia, C3C, YouTube accessibility tools, Microsoft Office macros, JavaScript markup, Webaim, etc.
3. Advises staff and faculty regarding the development of effective improvements to accessibility issues across College domains, informed by the Americans with Disabilities Act (ADA), Section 508, WCAG 2.0, current best practices for succinct and descriptive alternative text, and other federal, state, and local mandates and guidelines.
4. Simulates user experiences through evaluation of media, documents, and platforms using accessibility software and various operating systems. Generates feedback regarding accessibility components and advises the creation of Equally Effective Alternative Action Plans (EEAAP) utilizing screen readers (JAWS, NVDA, Narrator, VoiceOver, TalkBack, Orca), various operating systems (Windows, iOS, Android), web browsers (Chrome, Firefox, Edge, Brave), and accessibility checklists, rubrics, and inclusive design best practices.
5. Researches and troubleshoots software operation and format compatibility challenges across platforms.

6. Creates accessible versions of documents, digital media, and graphics for staff and students. Develops document tagging, structural markups, and read over, while adhering to computerized graphic design concepts and desktop publishing techniques and equipment. Converts materials into text documents with LaTeX/MathML equations using a computer program. Evaluates and accurately describes graphical math content. Creates tactile graphic and text descriptions of graphs or diagrams.
7. Ensures accessibility across operating systems through application of their accessibility functions, utilizing tools such as WAVE and various in-app accessibility checkers.
8. 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. Knowledge and application of organizational and time management principles
5. Skill in analyzing data and drawing conclusions
6. Skill in current and applicable hardware, software, and peripheral equipment
7. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
8. Skill in performing a variety of duties, often changing from one task to another of a different nature
9. Skill in independent decision making
10. Skill in positive, productive and flexible customer service
11. Skill in problem solving
12. Ability to apply effective and accurate data entry and typing skills
13. Ability to develop and maintain effective and positive working relationships
14. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## 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.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

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

- Associate's degree in related field required.
- One (1) to three (3) years of related experience required.
- Bachelor's Degree in related field preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## 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 a 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:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's License