

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCESSIBILITY DIRECTOR – CCC TECHNOLOGY CENTER

L235.100

BASIC FUNCTION: Under the direction of an assigned administrator, ensures that usability and accessibility are integrated into all applications and websites produced or overseen by the California Community Colleges Technology Center (CCCTC). Leads remediation efforts for current and future services ensuring that students, prospective students, faculty, and staff are able to utilize information and communication technology. Serves as a primary point of contact for colleges engaged in CCCTC-led initiatives; fostering partnerships with Disabled Student Programs & Services (DSPS), Human Resources, procurement, and Information Technology staff.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Develops a baseline understanding of the current state of accessibility for all applications and websites; documents accessibility issues and workarounds; develops and implements remediation plans, working collaboratively with the current remediation project teams.
- *2. Leads the integration of usability, accessibility and services, guiding product owners in the selection, purchase, and design of future applications and services while following best practices and providing oversight of verification and validation testing.
- *3. Develops vendor selection guidelines compliant with Information and Communication Technology (ICT) Accessibility Policy and pertinent state and federal laws. Works to ensure compliance with current state mandate regarding web application compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.
- *4. Leads projects to ensure accessibility of software services and rich media offerings used within the California Community Colleges Technology Center to support program initiatives such as video captioning and audio transcription.
- *5. Works closely with the District's Americans with Disability Act (ADA) coordinator and with Disabled Student Programs & Services (DSPS) staff to ensure that students, faculty and staff with disabilities are provisioned with technologies needed for approved educational or employment accommodations when leveraging the solutions provided by California Community Colleges Technology Center.
- *6. Develops, reviews, and suggests modifications to the California Community Colleges Technology Center Accessibility policy, exception processes, and procurement guidelines; ensures policy compliance, working closely with other members of the California Community Colleges Technology Center staff; participates in strategic and tactical planning for the California Community Colleges Technology Center.
- *7. Assists the Chief Technology Officer with strategic planning to integrate an excellent usability/accessibility experience as a core value and attribute of the California Community Colleges Technology Center.
- *8. Develops a common set of metrics and reports to measure both strategic and operational success that can provide resources to service providers and content creators.
- *9. Leads and coordinates accessibility testing efforts for all initiatives of the California Community Colleges Technology Center; ensures the publication of the Voluntary Product Accessibility Templates (VPAT) for each initiative byproduct.
10. Hires, supervises, and evaluates staff and contracted service providers.
11. Performs other duties as assigned or required, within the scope of the position.

MINIMUM QUALIFICATIONS:

● EDUCATION AND EXPERIENCE:

- Bachelor's Degree or the equivalent*; **AND**
- Five (5) years of applicable experience with assistive technology.

**Bachelor's Degree education equivalency equals two (2) years of increasingly responsible work experience for each full year (24-30 units) of college. (College and experience may be combined, but may not replace, the required Minimum Qualifications.)*

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel required.

DESIRED QUALIFICATIONS:

- Experience working with persons with disabilities.
- Demonstrated commitment to accessibility issues.
- Strong oral and written communication skills.
- Ability to collaborate and contribute in a shared governance organization.

KNOWLEDGE SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures, rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; education systems, specifically the California Community Colleges system; significant communication strategy skills, including but not limited to content reuse, information architecture, web technologies, and presentation.

Ability to: ensure departmental compliance with all laws, regulations, and policies and procedures of the District and those related to the position; motivate and provide successful leadership as needed; comprehend and stay current with evolving technologies within multiple areas; effectively implement project management methods to ensure increased productivity; effectively multi-task and coordinate multiple activities simultaneously; exhibit the ability to analyze data and utilize strong problem solving skills; accurately assess the technical content needs of a department or program; utilize keyboarding skills commensurate with the required functions of the position; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted throughout the course of work; work with diverse populations; maintain records accurately and with confidentiality as required. Show familiarity and technical understanding of assistive technology commonly used in an educational environment. Explain current and emerging digital accessibility issues and practices in a higher education context. Demonstrate knowledge of universal design/usability principles as well as federal and state laws related to digital accessibility for persons with disabilities. Understand and become familiar with new technologies and how they relate to supporting best practices with usability/accessibility.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to assigned hourly and student employees. Provides technical direction to departmental staff.

PHYSICAL EFFORT:

Travel is required.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment. Subject to interruptions, noise and computer-generated video radiation. Telecommuting may be authorized.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.