

RANGE N05

**JTC NO. TMB
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Information Technology Access Coordinator
DATE PREPARED: Fall 2008
DATE REVISED: Spring 2009; Fall 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for coordinating /overseeing the activities of the training and support of faculty members who teach online in the use of accessibility and universal design concepts. Responsible for the development of accessibility and universal design content for online instruction and faculty training materials. Provides college assistance to designated faculty members who teach online. Coordinates support to faculty members teaching online with the college's disability offices.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains written training modules related to online accessibility and universal design.
- Develops curriculum for the delivery of instruction to faculty members who teach online throughout the District.
- Provides training on accessibility and universal design content to faculty members teaching online. May travel to DCCCD locations to deliver training.
- Provides one-on-one assistance to online faculty members to modify course materials delivered online to ensure accessibility and universal concepts are present.
- Monitors ADA compliance in the areas of distance learning, online resources and faculty training in the development of online curricula.
- Serves as a resource to campus Disability Services offices and other DCCCD locations regarding distance learning assistive technology and online accessibility.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

May be required to lift and move materials and equipment weighing up to 50 pounds.

Information Technology Access Coordinator

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus two years of relevant experience **or** Associate's degree plus five years of relevant experience. One year of proven presentation experience in end user training. Prefer knowledge of ADA and Universal Design compliance issues, Blackboard portal, accessibility software and assisted technology. Ability to use a variety of software applications in a business environment. Ability to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 10/19/08
revised: 04/2009 – adhoc – msv
revised: 09/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 - emm
ADA/tmm 04.12.19