



## Job Description

**Job Title: Information Technology Access Coordinator**

**JTC: TMB**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for coordinating and overseeing the activities of the training and support of faculty members who teach online in the use of accessibility and universal design concepts.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of American Disability Act (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.

Able to support faculty members teaching online with the college's disability offices. Ability to troubleshoot and repair issues.

Strong collaborator who can work in a matrix environment and team setting to accomplish goals in a fast-paced setting. Exhibits professional conduct and skilled contribution in the workplace. Demonstrates a high degree of proficiency in performing job assignments and uses time allotted for completion of tasks efficiently.

Able to be responsible for the development of accessibility and universal design content for online instruction and faculty training materials.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of experience in end user training. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL 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 college assistance to designated faculty members who teach online

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.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*