

The University of Texas at San Antonio

Job Description

Job Title: Learning Experience Accessibility Specialist

Code: 18132

Salary Grade: 61

FLSA Status: Exempt

Department/Division: Office of Online Learning

Reports To: Director, Online Learning

Summary

- Function: Provides guidance and Universal Design for Learning (UDL) expertise for the development and support of accessible digital academic materials, staff and faculty training and development targeted to online education.
- Scope: Works to develop learning resources utilizing principles of Universal Design for Learning (UDL).

Duties

- Typical:
 1. Identifies the fundamental concepts of UDL, how UDL differs from differentiated instruction, and how UDL design eliminates barriers in online course environments.
 2. Identifies challenges and barriers that students with disabilities (visual, auditory, physical, and cognitive) often experience in the online course environment, provides recommendations for course design and delivery, and provides an action plan to make improvements and ensure ADA compliance.
 3. Designs and supervises production of accessible learning resources in a variety of formats. Supports instruction through creation of various learning resources by using creative approaches to produce beta lesson skeletons, outline video content; researches other resources to help in the creation process; facilitates internal and external communication to brainstorm different options; scripts videos or activity designs.
 4. Collaborates with faculty, subject matter experts (SMEs), training coordinators and audiences on addressing accessibility instructional design issues and needs utilizing UDL principles for optimal design of curriculum and instruction, and effective uses of multimedia.
 5. Develops guidelines and principles to create accessible digital materials for learners to be available through different media such as the Online Learning website.
 6. Evaluates digital content, software, platforms and other media used by the Office of Online Learning (such as the website) to determine if accessibility

<p>guidelines are met.</p> <ol style="list-style-type: none"> 7. Actively participates in the project planning to effectively deliver finished products on established deadlines. 8. Provides training and faculty professional development opportunities to disseminate best practices for UDL and accessibility. 9. Explores what strategies are most effective in engaging executive leadership to endorse their plan, including how and when to request resources. 10. Stays current with trends in innovative use of technology in teaching and learning and its impact on creating accessible materials for all students. Monitors changes in standards, including WCAG updates, innovations in accessibility tools, legal requirements. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Participates in committees and task forces. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred

Experience

Required	Preferred
Two years of experience working in instructional course design or project management.	Experience working with HTML and CSS. Experience with online authoring software and editing and developing multi-media through current software applications e.g. Flash, Dreamweaver, Premier, Captivate, Respondus, Photoshop, etc. Background and certifications in digital accessibility and UDL principles.

Equipment

Required	Possible

Working Conditions

Usual	Special
Typical office conditions.	May be required to travel between campuses.

Supervision

Received	Given
General instruction from direct supervisor. Determines own work sequence within limits of established policies and procedures.	May supervise students and/or assigned support staff.

Accuracy

Proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 of the Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.