The University of Texas at San Antonio

Job Description

Job Title: Lead, Digital Accessibility and Universal Design

Code: 18133

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Digital Learning

Reports To: Executive Director, Teaching & Learning Experiences

Summary

- Function: Provides leadership and guidance in digital accessibility and Universal Design for Learning (UDL) expertise for the development and support of academic and specialized education programs and lead support for accessible digital materials, staff and faculty training and development.

Duties

- Typical:
1. Be a utility player to plan and implement a culture of accessibility and Universal Design for Learning across campus.
2. Serve as manager of a team to implement programs and strategies to support faculty and staff in utilizing Universal Design for Learning (UDL) principles and creating accessible content and learning experiences.
3. Collaborate 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.
4. Provide training and faculty professional development opportunities to disseminate best practices for UDL and accessibility.
5. Develop guidelines principles and resources to create accessible digital materials for learners to be available through different media such as the Digital Learning website.
6. Evaluate digital content software platforms and other media used by the Office of Digital Learning and Academic Innovation division to determine if accessibility guidelines are met. Make recommendations to provide an inclusive and accessible learning experience.
7. Lead and participate in project planning to effectively deliver finished products on established deadlines.
8. Provide monthly reports on impact of digital accessibility and Universal Design for Learning across campus.
9. Explore most effective strategies and make recommendations to executive leadership.

> 10. Stay current with trends and changes in innovative use of technology in teaching and learning and its impact on creating accessible materials for all students.
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>   - Periodic:
>   1. Assists with special projects, as assigned.
>   2. Participates in committees and task forces.
>   3. Performs other duties as assigned.

Education

Required	Preferred
Master's degree from an accredited institution.	

Other Requirements

Required	Preferred
Verified completion of accessibility-focused workshops. Knowledge of WCAG 2.0. Knowledge of Section 504 and 508 guidelines. Knowledge of JAWS, WAVE, NVDA and/or other major accessibility software. Ability to plan and implement strategies to raise awareness on digital accessibility and Universal Design for Learning. Ability to multitask and manage multiple projects at a time. Excellent organizational skills. Excellent oral and written communication skills. High attention to detail and the ability to communicate complex topics concisely. Exceptional customer service skills with ability to effectively interact with multiple stakeholders.	Similar experience at the project manager level in higher education environment. Experience providing instructional and program design expertise for the development and support of academic courses, specialized educational programs, and staff and faculty training and development. Experience working with faculty, training coordinators, program coordinators and subject matter experts in course design and development.

Experience

Required	Preferred
Two years of experience working in instructional course design or project management.	Previous supervisory experience. 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. Network outside the university to promote a change in digital accessibility and Universal Design for Learning in higher education.

Equipment

Required	Possible
Use of standard office equipment, standard audio/visual equipment, and common accessibility tools. Utilize accessibility tools, such as screen readers and keyboard navigation, to test software and digital content for accessibility.	

Working Conditions

Usual	Special
Typical office conditions.	May be required to travel between campuses. May be required to lift up to 25 pounds of equipment with or without accommodation.

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.