JOB DESCRIPTION

TITLE

Instructional Accessibility Designer

JOB SUMMARY

Primary responsibilities include providing central oversight, technical leadership, and guidance to support TWU's academic components in the creation of accessible online learning objects and course content. This position serves as the intellectual lead to collaborate with faculty and academic component leadership at the University to manage the accessible design process, sets standards for faculty, and develops learning resources to ensure the University's overall quality plan for instruction is being met. This position provides assistance in the development and remediation of course materials that meet the University's, state and federal accessibility standards; oversees training and support of faculty and staff in the area of online accessibility; conducts accessibility reviews of online and hybrid courses. Balances daily work, professional development material, and project management simultaneously. Work is performed under minimal administrative supervision with evaluation based on the effective operations of the office and goals obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director of Teaching & Learning with Technology

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Serves as primary contact to review online course content for compliance of TWU policy, state and federal laws and guidelines and alignment with Web Content Accessibility Guidelines (WCAG) 2.0 standards and Section 508 rules.
- Designs and delivers training and course materials for academic components and faculty in the areas of web accessibility, accessible online course materials, and accessible digital media.
- Maintains, develops and implements professional development in pedagogy and new web access technology guidelines and laws.

- Collaborates with academic components and faculty members on issues related to teaching and learning with technology (course design, assessment, course management, accessibility, and other issues important for TWU course quality).
- Informs supervisors on progress of course development and training activities using clear reporting methods.
- Researches and reviews emerging instructional design innovations and trends included pedagogical research to improve understanding the learning process.
- Plans, designs and prepares accessible solutions using various applications, such as XML, HTML, CSS, PSP, JavaScript and jQuery applying strong graphic skills to create optimized graphics and multimedia course materials.
- Implements instructional design goals and priorities, manage workflow, and conduct course reviews.
- Quantifies information and prioritizes project tasks.
- Identifies and measures performance targets.
- Defines projects, scopes and deliverables that support department goals in collaboration with supervisors.
- Develops project plans and schedule.
- Communicates project expectations to team members in a timely fashion.
- Communicates with TWU programs and Academic Components on an ongoing basis.
- Sets and continually manages project expectations with team members and TWU programs and Academic Components.
- Identifies and manages project dependencies and critical path.
- Tracks project milestones and deliverables, celebrates achievements.
- Develops and delivers progress reports, proposals, and requirements documentation.

ADDITIONAL DUTIES

- Coordinates research and reports on issues pertaining to teaching and learning with technology and promising practices.
- Attends appropriate conferences and seminars to maintain an up-to-date knowledge of instructional techniques and technology.
- Presents on topics related to distance education, technology, and the University at conferences.
- Performs other duties as requested.

EDUCATION

Master's Degree in Instructional Technology, Education, Curriculum Development, Information Studies, Communications, or related field.

EXPERIENCE

Three years teaching/training experience required. Four to five years in course design or curriculum design. Experience with website design and development, including accessibility compliance techniques and testing tools in creation and repairing of digital content. Experience using learning management systems required. Online teaching experience or experience working in a distance learning program preferred

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

- Understanding of web accessibility testing to identify and eliminate web technology barriers.
- Understanding of modern computing, networking, and communication systems.
- Understanding of the pedagogies associated with effective use of learning technologies.
- Fundamentals and techniques of creating and producing accessible web pages, online forms, and digital media.
- Understanding of the higher education environment required.
- Understanding of complex operations, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals.
- Understanding of business practices, relationship management, and change management.
- Understanding of organizational policies and activities.
- Knowledge of learning management systems.
- Development, assessment, and remediation of accessible web pages; accessibility testing tools; web accessibility laws and web standards, including ARIA and HTML 5, and WCAG 2.0.
- Knowledge of HTML required.
- Strong pedagogical background, self-directed, self-motivated.
- Capable of managing projects and experience with project management tools.
- Excellent communication, interpersonal, organization, problem solving.
- Conflict Resolution.
- Detailed and organized.
- Strong reporting and documentation skills.
- Excellent leadership skills.
- Ability to work under tight deadlines.
- Ability to successfully solve problems.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

- Ability to provide guidance within area of responsibility, providing direct training as needed.
- Ability to develop accessible web-based resources for teaching and learning.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment.
- Ability to integrate resources, policies, and information for the determinant of procedures, solutions, and other outcomes.
- Ability to effectively balance multiple tasks.
- Ability to learn quickly, research and implement new technology and development tools.
- Ability to gather, interpret and document business requirements.
- Ability to identify technical problems, make recommendations, develop solutions, and complete technical projects.
- Ability to operate on independent judgement based on an understanding of organizational policies and procedures.
- Ability to deal with ambiguity and fast-paced change.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee may be required to lift up to 20 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____   **Date: _____**

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.