

University of Houston – Clear Lake

Position Description

Job Title: **Coord, Accessibility Support Team**

Job Code: **3578**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Computer Information Science, Educational Technology, Rehabilitation Counseling, Special Education, or a closely-related field.	Master's degree in Computer Information Science, Educational Technology, Rehabilitation Counseling, Special Education, or a closely-related field.
Experience	Two years of experience with assistive technologies (ex: Kurzweil, JAWS, NVDA, MAGic) and creating accessible documents using optical character recognition software (ex: Adobe Acrobat, ABBYY FineReader, OmniPage).	University experience. Knowledge of producing captions and transcripts for video and audio files. Experience conducting and assessing training sessions and workshops.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Accessibility Support Team Coordinator is responsible for coordinating the production and delivery of accessible text (e.g., syllabi, course handouts, etc.) and accessible media (e.g., captions, transcripts) to support individuals with disabilities in the UHCL community and ensure compliance with relevant disability laws. Must work collaboratively with other individuals and offices to facilitate campus-wide compliance. Conduct workshops and training sessions addressing the creation of accessible documents. Hires, trains, and supervises student workers who assist with document production and training sessions.

Duties and responsibilities	% Time
Coordinates production and delivery of accessible text (e.g., syllabi, course handouts, etc.) and accessible media (e.g., captions, transcripts) for faculty teaching hybrid and face-to-face classes and staff to support individuals with disabilities in the UHCL community and ensure compliance with relevant disability laws.	35
Develops, implements, and maintains processes and procedures in the areas of production techniques, quality, completion and on-time delivery of documents in accessible formats for faculty teaching hybrid and face-to-face classes and staff. Monitors production workflow of accessible text and media produced by the AST for faculty teaching hybrid and face-to-face classes and staff.	20
In coordination with the Office of Online Programs, provides training (one-on-one and group) and workshops regarding the creation of accessible documents, and assesses the effectiveness of the trainings and workshops.	15
Consults with faculty, Online Programs, Instructional Designers, staff, and other stakeholders about accessible document and media processes, procedures, and standards. Recruits, hires, trains, supervises, and evaluates AST student workers who assist with document production and training.	15

Maintains a database of accessible documents and media produced by the AST. Supports the Director of Disability Services in strategic planning, managing external relations, unit budgeting and HR functions by maintaining routine contact and reporting data on accessible text and media production.	15
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This position description describes the general qualifications, duties and responsibilities of work being performed.