Classification Description

Job Title: Sr. Coordinator, Accessibility and LMS Administration   **Pay Grade:**   TC050

Job Code: T038   **FLSA Status:**   Exempt

Job Purpose

This position provides leadership, expertise, technical direction, assessment and implementation support as it relates to bringing technologies at Florida SouthWestern State College into compliance with state and federal technology accessibility requirements. The Sr. Coordinator, Accessibility & LMS Administration is also responsible for work within the Office of Information Technology for implementing, supporting and promoting the effective use of the College's Learning Management System (LMS) and its integrated technologies. Additionally, this position will work closely with the LMS vendor and LTI vendors. The Senior Coordinator actively collaborates with internal teams and external vendors to drive best practices in IT accessibility.

General Responsibilities

Essential Functions

Provides expert guidance, and acts as liaison to College departments where Electronic Information Technology (EIT) is developed, procured, or supported including, but not limited to, Adaptive Services, Office of General Counsel, and Library Services.

Recommends best practices for EIT accessibility for new and existing technologies, including software, hardware, web-based applications, and documents.

Recommends and advises on EIT accessibility criteria for integration into development and testing processes, procedures, resource requirements, and schedules.

Identifies and recommends tools for developing and testing EIT accessibility.

Develops, implements, and maintains the IT Accessibility Goals and Strategies Plan in alignment with campus initiatives.

Develops and executes an IT Accessibility Communications Plan to promote campus awareness.

Assists in the development of campus-specific EIT plans for maintaining and monitoring compliance with Section 508 of the Rehabilitation act of 1973, the Americans with Disabilities Act, Web Content Accessibility Guide (WCAG 2.0), relevant copyright regulations, and other applicable regulations, as appropriate, to ensure compliance in the application of, and use of, technology for College programs and activities.

SENIOR COORDINATOR, ACCESSIBILITY & LMS ADMINISTRATION

Advises and supports the College in planning for the growth and scalability of assistive technologies.

Collaborates with the CIO and IT Directors on policy development, administration, programming, and assessment with regard to IT Accessibility.

Regularly reports EIT accessibility status, progress, and other relevant information to the CIO and IT area directors.

Responsible for the continued assessment and corrective measures, as needed, of the College's websites as they relate to accessibility.

Serves as a primary LMS expert within the organization, stays current with LMS changes, and disseminates information as needed. Provides beta testing for new releases using both desktop and mobile platforms. Establishes roll-out plans for major changes that affect users.

Serves as the LTI expert within the organization and keeps abreast of changes or challenges with existing LTI vendors. Works as a liaison in resolving LTI problems between the instructional design team, faculty, LMS vendor, and other impacted parties.

Investigates the viability of new LTI apps for expanded functionality and collaborates with the Application Development team to test and implement.

Leads the installation, testing, rollout, and maintenance of all LMS LTIs.

Oversees training and support for software applications that support the LMS and learning technologies at FSW.

Conducts ongoing assessment and corrective measures for the College's websites in relation to accessibility.

Serves as the software administrator to applications assigned to this role.

Works closely and collaboratively with vendors of FSW to ensure accessibility, data security and privacy documentation is received by the College.

Manages the LTI database and ensure its integrity and accuracy.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree in educational technology, computer science, or related.

Five (5) years of full-time work experience in a related field. Appropriate combination of education and experience may be substituted.

Knowledge of computer-based and distance education technology.

Knowledge of accessibility requirements including, but not limited to, federal laws governing Section 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Knowledge of assistive technology hardware and software computing systems.

Experience with accessibility audit and quality assurance tools and processes.

Ability to organize and lead meaningful meetings, maintain meeting minutes, action items and documentation.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 18, 2023.