



## POSITION DESCRIPTION

Online Education Instructional Design and Accessibility Specialist

**Position** ..... Online Education Instructional Design and Accessibility Specialist  
**Department/Site** ..... Academic Affairs  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Dean of Social and Behavioral Sciences and Online Education  
**Salary Range** ..... 49

### **Summary**

This position will support faculty in designing culturally responsive and innovative asynchronous online, synchronous online, and hybrid courses, as well as assist faculty to align courses with World Wide Web Consortium (W3C) Web Content Accessibility Guidelines and other pertinent accessibility standards and the principles of Universal Design in Learning (UDL).

### **Essential Duties and Responsibilities**

- Consult with faculty to identify, develop, implement, and evaluate tools and techniques to enhance teaching and learning in online instruction (synchronous and asynchronous).
- Assist faculty in integrating new online instructional tools and Application Program Interfaces (APIs) into their courses.
- Support faculty converting on-campus courses to online and hybrid courses.
- Provide consulting opportunities to faculty on course design, course development, crafting of measurable learning objectives, classroom management strategies, active learning techniques, assessment methods, and teaching strategies related to the online teaching environment (hybrid, synchronous and asynchronous).
- Assist faculty and staff in creating, revising, and incorporating multimedia to support teaching and learning, including images, presentation slides, video, audio, and digital library materials using sound instruction design and pedagogical principles (Universal Design for Learning).
- Enhance faculty's technology and online pedagogy skills through group and individual training opportunities.
- Assist faculty in remediating course materials that may present barriers for students from diverse populations with varied learning styles.
- Lead discussions on guidelines and standards for accessible instructional materials.
- Produce training materials including product evaluations and workflows.
- Collaborate with faculty to design and create templates for use within the Learning Management System (LMS) and learning objectives deployed by faculty by discipline clusters.
- Review with faculty their course content within the LMS to ensure compliance with accessibility laws and regulations.

### **Qualifications**

#### **Knowledge and Skills**

- Requires in-depth knowledge of instructional design, including related processes and procedures.
- Ability to interpret, apply, explain, and ensure compliance with applicable federal, state, local, and College policies, procedures, and regulations.



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- Skill in designing inclusive learning experiences that accommodate diverse learner needs and preferences (Universal Design for Learning and accessibility).
- Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, and accessible academic environment.
- Requires thorough knowledge of proper English usage, grammar, spelling and punctuation.
- Requires sufficient human relation skills to convey technical concepts to others and conduct informational presentations to small groups.

#### **Abilities**

- Communicate effectively both orally and in writing with beginning and experienced instructors and technology users.
- Meet deadlines and handle multiple simultaneous projects. Work independently with little direction or as part of a team.
- Develop recommendations and serve as a resource for improvement and instructional effectiveness in coordination with online education.
- Recommend appropriate use of technology, products, and APIs for online education.
- Assist faculty in planning, implementing, and utilizing instructional technologies and pedagogy for online course design.
- Create customized digital instructional elements, resources, and course templates for various disciplines.
- Model consistent application of Universal Design for Learning and principles of accessibility and conspicuous use of Open Educational Resources and Open Pedagogy.

#### **Physical Abilities**

- Ability to sit for extended periods, use a computer keyboard and mouse with dexterity, and have visual acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

#### **Education and Experience**

- Bachelor's Degree from an accredited college or university in Instructional Design and Technology, Educational Technology, or a related field.  
**OR**
- A bachelor's degree from an accredited college or university **AND** a Certificate in Instructional Design, E-Learning, or equivalent from an accredited college or university.
- One year of intern or work experience performing duties related to instructional design.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.