

# JOB DESCRIPTION

## *Management & Confidential Group*

**I. Position Information:**

**Job Title:** IT Accessibility Specialist

**Position No.:** 27081076 **Grade:** C42

**Department:** Continuing Education **Updated:** Nov. 1, 2013 (new)

**II. Job Summary:** Plays a key role in ensuring that school’s IT environment and web content is fully accessible to all stakeholders, including faculty, staff, students and the general public in an effort to meet the university’s goal to establish the University as a leader in accessibility. Assesses the current status of school’s information technology with regards to accessibility and recommends usability and accessibility strategies to create a fully accessible IT and web environment for the school. Oversees and coordinates the implementation of related strategies in collaboration with various program areas and departments within the school.

**III. Supervisory:** This position reports directly to the Program Director, Digital Education Strategies. It is expected to oversee the work of support staff across departments within the school, who are involved in web accessibility-related projects. It also works closely with the Accessibility Coordinator, and the University AODA working groups and committees.

**III. Major Responsibilities:**

Task No.	Description	Frequency	Band/Grade
1.	Assesses the status of school’s new and existing online and print materials, web sites, and web applications; prioritizes and provides recommendations to ensure compliance with accessibility guidelines such as AODA and WCAG, etc.  Communicates findings, recommends and implements strategies to address accessibility issues to school stakeholders (e.g. Digital Education Strategies, Academic Program Areas, Marketing and Communications and Systems Analysis), and ensures ongoing and future compliance and accessibility.	20%	
2.	Researches and recommends usability and accessibility testing strategies to ensure compliance of all school IT systems and web content.  Develops project plans based on Institution’s Accessibility plan and suggests allocation or deployment of TCS resources, including financial, technical, human resources and assets for existing or new courses and websites. Provides recommendations for staffing support and training resources needed for implementation of accessibility compliance of existing systems, websites and digital content,	20%	

<b>Task No.</b>	<b>Description</b>	<b>Frequency</b>	<b>Band/Grade</b>
	<p>etc.</p> <p>Oversees and coordinates the implementation of recommendations to ensure all systems within DES specifically, and within the school in general, are compliant and accessible. This includes overseeing the work of project team members involved in IT accessibility-related projects (including external/special projects) undertaken by the school.</p>		
3.	<p>Analyzes the design of the school website and, in collaboration with relevant staff; identifies, develops and implements accessibility approaches to ensure the website is fully accessible.</p> <p>Evaluates changes and documents process for the maintenance of accessible school websites.</p> <p>Locates, evaluates, acquires and manages the acquisition of third-party applications and interactive materials to support accessibility.</p>	20%	
4.	<p>Works collaboratively with the CCS Team, IT Accessibility Specialist, Accessibility Coordinator, the school and DES staff, the library, instructors and faculty to develop, produce and deliver learning materials that apply the technology and concepts of AODA.</p> <p>As directed, collaborates with working groups to develop clear documentation, best practices and training related to accessibility guidelines for print and web content for the school community including both the front end (user interface) and back end (developers, programmers).</p> <p>Works collaboratively with the university Accessibility Coordinator and AODA Information and Communications working group to ensure guidelines, policies, etc. related to IT accessibility are communicated and implemented accordingly within the school community.</p>	20%	
5.	<p>Provides progress reports on implemented changes to internal stakeholders, and measures and reports on the success of changes made.</p>	15%	
6.	<p>Stays informed of changes to relevant policies at University and provincial levels. Communicates implications related to AODA compliance and provides resources, training and hands-on implementation support needed to build capacity within The school.</p>	5%	
7.	<p>Performs other related duties of a comparable level/type, as assigned.</p>		

#### **IV. Qualifications**

Specific training or job experience required before appointment includes:

Completion of a Bachelor's degree in Computer Science or related discipline and a 3 – 5 years of relevant hands-on experience with scripting languages, web accessibility testing tools and working knowledge of WAI-ARIA. A certificate in Universal Design for Learning (or equivalent) is considered an asset.

The successful candidate must possess excellent judgement and decision-making skills as well as self-directedness.

**V. Problem Solving**

The majority of problems encountered in this position are non-routine and require the incumbent to solve problems by drawing on past experiences and checking guidelines and precedents. Often the incumbent solves problems by working with his/her supervisor, receiving advice from senior management and other sources, and formulates new policies and processes and evaluates the results.

**VI. Nature of Assignments**

Most of the time, assignments in this position are determined by a committee or group of peers working together as well as the incumbent's manager, co-workers, and AODA legislation, WCAG 2.0, and other relevant accessibility standards. Assignments are also determined by procedural and/or legal guidelines, past practices and senior management.

**VII. Skill and Knowledge**

This position requires the regular use of standard office equipment, including a computer, mobile devices, and assistive/adaptive devices/technology.

The position also requires the following: knowledge of WCAG 2.0 and AODA IASR; familiarity with W3C technologies (including MWBP, HTML 4, HTML 5, CSS, JavaScript, ARIA); a deep understanding of various digital accessible formats; broad and in-depth knowledge of adaptive technologies, assistive devices and interoperability, such as screen-readers and captioning and transcription tools; knowledge of usability and user-centred design; experience conducting needs assessments and gap analyses; project management experience (planning testing processes), and strong oral and written communication skills.

**VIII. Contacts**

Internal and external contacts are required in order to exchange information, explain and interpret information or ideas, discuss problems, and provide advice and recommendations. Most of the time, the incumbent is in contact with internal staff such as employees in his/her department or other departments across the university. On occasion, the incumbent converses with external contacts such as representatives of agencies/companies/government bodies to exchange experiences and best practices.

**IX. Effort**

This position requires routine physical activity most of the time, involving a mix of sitting, moving around and light lifting. The incumbent is regularly required to remain stationary for extended periods of time when attending meetings and working on a computer.

**X. Sensory Demands**

This position requires mental concentration when preparing reports, recommendations and justifications, reviewing/writing proposals, user documentation and manuals, writing emails to community members, preparing for presentations, project tracking, and listening concentration when attending meetings and interacting with students, faculty and staff.

**XI. Deadlines**

The incumbent's schedule is mostly regular and predictable. At times, the incumbent is required to handle multiple deadlines arising from concurrent projects. The pace of work may require increases in speed and may be controlled by others.

## **XII. Responsibility**

The following are requirements of the position:

- Collaborates with school staff to implement recommendations related to accessibility  
Providing work direction to one or more employees even though the incumbent is not their supervisor;
- Providing advice to peers that they must consider carefully before making a decision;
- Providing advice to others more senior at school at they must consider carefully before making a decision.

## **XIII. Working Conditions**

The majority of the incumbent's time is spent in normal office conditions. The incumbent may be subject to varying work schedules from time to time.

*SIGNATURES:*

*DATE:*

**INCUMBENT:**

**SUPERVISOR:**

**HUMAN RESOURCES:**

**EVALUATION DATE:**