

## FT Senior Accessibility Compliance Specialist Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=253729>

Downloaded On: Feb. 26, 2025 12:44am

Posted Feb. 25, 2025, set to expire Mar. 27, 2025

<b>Job Title</b>	FT Senior Accessibility Compliance Specialist
<b>Department</b>	Information Technology
<b>Institution</b>	Cerritos College Norwalk, California
<b>Date Posted</b>	Feb. 25, 2025
<b>Application Deadline</b>	03/27/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6029059">https://apptrkr.com/6029059</a>
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<b>Job Description</b>	

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### FT Senior Accessibility Compliance Specialist

**Salary:** \$98,040.48 - \$158,383.68 Annually

**Job Type:** Full Time

**Job Number:** Sr-Accessibility-2025

**Closing:** 3/27/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Sr-Accessibility-2025

**Division:** Information Technology

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### **Description**

#### **Equity and Diversity**

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

#### **Closing Date**

This position will close on **March 27, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).**

#### **College Profile**

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

#### **Department Profile**

The Information Technology Department includes five managers and 31 full-time staff members. The Information Technology Department at Cerritos College supports and maintains both instructional and non-instructional functions for the entire campus community on a 140-acre campus.

#### **Summary**

Assess and recommend web application, devices, and technology-based applications with regard to accessibility compliance. Provide technical support and consultation to faculty and staff regarding access to electronic information and technology (EIT) by faculty, staff, students and members of the public who have disabilities and require access to distance education, alternate media, adaptive computer technology and other electronic information and communications services of Cerritos College; advise on institutional processes to ensure faculty, staff, and students with disabilities have timely access to state-of-the art adaptive computer technology and alternate media required for successful access.

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### **Distinguishing Career Features**

The Senior Accessibility Compliance Specialist reports to the Director of Information Technology. Support the District's accessibility of electronic and information technology by serving as a source of subject matter expertise, conducting assessments, implementing testing processes, providing remediation recommendations, and conducting software reviews. Improve accessibility of existing technology and follow technical standards to ensure compliance with District, Local, State, and Federal access regulations and requirements.

### **Job Duties**

### **Essential Duties and Responsibilities**

- Advise on development and implementation of processes to meet institutional compliance with ADA law and sections 504/508 of the Rehabilitation Act, Section 255 Guidelines, and other access to EIT regulations.
- Provide consultation regarding faculty, staff, and students with disabilities to access electronic information such as closed/open captioning, kiosks, teleconferencing, audio description, or phone services.
- Provide one-on-one and/or group training and support for faculty, staff and students in the areas of access technology, alternate media, distance education, electronic information and adaptive accommodations for faculty, staff, and students with disabilities.
- Install, configure, operate and demonstrate adaptive technology and provide instructional/technical support for staff in the Adaptive Technology Classrooms and Disabled Student Programs and Services (DSPS) Computer Lab.
- Evaluate web-based instructional materials and determine level of accessibility and necessary technology for gaining equal access.
- Act as primary contact person to staff and faculty for questions related to institutional EIT, alternate media, access to distance education and electronic content for individuals with disabilities.
- Communicate and interface with the college Information Technology support team, instructional computer lab coordinators, faculty, staff, and students regarding digital access to campus on-line courses, instructional materials, and student support services.
- Assist, advise, and test accessibility compliance for EIT purchase requests and recommend accessibility standards for software, equipment, and components.
- Recommend installation and configuration of approved access technology equipment and software across campus.
- Participate in installing and configuring upgrades to existing assistive technology that enhance

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- continuous operations, desired performance, and service.
- Participate in troubleshooting to resolve assistive technology and operations problems. Assist and advise in the design of equally effective alternative solutions.
  - Survey the current access technology on campus and collaborate with Information Technology to develop an access technology plan.
  - Identify, evaluate, test and recommend for purchase, specific access technology software, hardware and/or other technology services.
  - Assist in performing research and development with new access technology that may be suitable for implementation within the district.
  - Assist in coordinating computer needs with the production of information in alternate formats for the institution.
  - Provide statistical reports based on service delivery, problem resolution and trends in EIT use.
  - Assist campus departments, divisions and/or administrative units to identify and incorporate access needs into their comprehensive planning process.
  - Work collaboratively with Human Resources to make accommodation recommendations pertaining to EIT for faculty and staff.
  - Participate on college committees/organizational units to counsel on EIT access.
  - May train and work with hourly and student workers who are engaged in access technical support.
  - Maintain currency of knowledge and skills related to the duties and responsibilities.
  - Perform other related duties as assigned.

### **Minimum Qualifications**

#### **Education and Experience**

The position requires a Bachelor's degree in computer science or related technical field and three years experience with adaptive computer technology (software and hardware). Additional experience in accessibility of electronic and information technology may substitute for some higher education. Knowledge of Americans with Disabilities Act and sections 504/508 of the Rehabilitation Act.

### **Supplemental Information**

#### **Knowledge and Skills**

Evaluation and assessment of individuals with disabilities regarding alternate access to various types of electronic information and technology. Web access for individuals with disabilities. Current

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computer, web based, and access technologies. Campus standard application software. Training methods and practices in the use of assistive technologies. Alternate media formats and use (e.g. braille, large print, audio, captioning). Accessibility guidelines and laws for individuals with disabilities (ADA, Sections 504 and 508 of the Rehabilitation Act; Section 255 of the Communications Act of 1934, as amended) alternate media, distance education and electronic information including the Electronic and Information Technology Accessibility Standards, Web Content Accessibility Guidelines (WCAG) and the Assistive Technology Act of 1998. Understand the protocols and procedures for setting up new equipment and installation of software, and troubleshooting and performing routine maintenance. Requires sufficient communication skills to provide individual instruction and technical assistance on accessibility of electronic and information technology. Requires sufficient writing skills to document technical procedures.

### **Abilities**

Analyze and solve complex and difficult accessibility problems. Assist and advise in the development of equally effective alternative solutions for accessibility to EIT. Install, program, configure, and maintain adaptive software programs and devices. Establish and maintain effective communications and working relationships among adaptive technology users. Maintain friendly and supportive atmosphere for students, faculty, staff and the public. Communicate effectively orally and in writing. Accurately research accessibility issues related to curriculum, distance education, electronic and non-electronic sources of information and the production of alternate media available for persons with disabilities. Interact effectively with faculty, staff and students, and demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students with physical and learning disabilities. Collaborate with staff and faculty to customize technology and design equally effective alternative solutions for students with disabilities in an instructional/lab setting. Develop and deliver presentations. Conduct effective meetings. Collect data, compile reports, and meet deadlines. Requires the ability to work cooperatively and productively with others.

### **Physical Abilities**

Requires ambulatory ability to move to various office, computer lab and classroom type locations and to bend, stoop, and crawl to reach and/or install cables and equipment. Ability to sit for extended periods of time to accomplish data input and desk work. Requires sufficient hand eye coordination and dexterity to configure and maintain adaptive devices for computer access. Requires sufficient visual acuity to read technical documents and instructions. Requires the ability to lift, push, and pull objects of light weight up to 45 pounds on an occasional basis.

### **Licenses and Certificates**

May require a valid driver's license.

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### **Working Conditions**

Work is performed indoors where minimal safety considerations exist from physical labor, and positioning and handling of light weight, yet, awkward materials.

### **Salary/Fringe Benefits**

Grade 50 on District Classified Salary Schedule (\$8,170.04 - \$13,198.64 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

### **Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

### **Conditions of Employment**

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday thru Friday 8:00 am to 4:30 pm

**Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.**

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

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Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

***Candidates must be able to provide proof of California residency prior to employment.***

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage

**\*\* Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

### **Application Procedures**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

### **Transcripts and Foreign Degrees**

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

### **Required Documents**

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4827205/ft-senior-accessibility-compliance-specialist>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition,*

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*ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Information Technology  
Cerritos College

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