

Online Education Instructional Design and Accessibility
Specialist
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254421>

Downloaded On: Apr. 2, 2025 10:03pm

Posted Mar. 14, 2025, set to expire Apr. 17, 2025

Job Title	Online Education Instructional Design and Accessibility Specialist
Department	Academic Affairs Division Administration
Institution	Citrus Community College Glendora, California
Date Posted	Mar. 14, 2025
Application Deadline	04/17/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Recruitment Start Date 03/12/2025

Recruitment End Date 04/17/2025

Open Until Filled

First Consideration Date

Salary Range 49

Pay Rate \$7,261.07-\$9,730.53 per month / \$41.89-\$56.14 per hour

FLSA Status Non-Exempt

Benefits

Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [18 Paid Holidays](#) and 22 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans

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- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

General Description/Summary

POSITION 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).

Minimum Qualifications/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.

Preferred Qualifications

- Bachelor's degree from an accredited college or university in Instructional Design and Technology, Educational Technology, or a related field.
- Two (2) years of work experience performing duties related to instructional design.
- Demonstrated knowledge of accessibility standards and evidence of creating or remediating content for accessibility.
- Knowledge and experience working with the Canvas Learning Management System.
- Experience designing and evaluating according to course design standards such as the CVC/OEI Course Design Rubric.
- Experience working in an educational setting.

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Licenses and Certificates

- Certificate in Instructional Design, E-Learning, or equivalent from an accredited college or university.

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.

Knowledge, Skills and Abilities

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.
- Skill in designing inclusive learning experiences that accommodate diverse learner needs and

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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.

Working Condition

- Work is performed indoors where minimal safety considerations exist.

Department Academic Affairs Division Administration

Job Category Classified

Assignment Full-Time

Percentage of Time 100%

Months per Year



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12 months

Work Days per Week M-F

Work Schedule per Day M-F 8:00 am - 5:00 pm

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING



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SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1196>



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Contact Information

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

Contact

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