



USC University of
Southern California

Digital Accessibility Director Job Description

JOB INFORMATION

Job Code:	117038
Job Title:	Digital Accessibility Director
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Compliance Office
Job Family Group:	Compliance
Management Level:	4 Administrator

JOB SUMMARY

Oversees implementation of the university's Digital Accessibility Policy and related governance structures to ensure that the university's digital portfolio (e.g., websites, applications, data management systems, etc.) is accessible and compliant with all applicable laws. Collaborates with IT, communications leaders, and disability access services across the university to prioritize, facilitate, and ensure digital accessibility compliance in their products and services. Oversees a team responsible for accessibility outreach, training, and technical remediation, and leads digital accessibility procurement efforts. Maintains currency with accessibility and promotes digital accessibility knowledge across the university.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong understanding of universal design and ability to guide faculty and staff in meeting digital accessibility standards.
X		Demonstrable knowledge of best practices for accessible documents, media, and other digital tools.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrable understanding of relevant legislation, regulations, and compliance requirements for higher education, including the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, and Web Content Accessibility Guidelines 2.1 (WCAG).
X		Demonstrable knowledge of captioning and transcription production for video and audio files.
X		Experience with assistive technology (e.g., screen readers, magnifiers, or optical character recognition software).
X		Experience conducting and assessing training sessions and workshops and/or teaching experience.
X		Ability to communicate and build positive relationships with all stakeholders including faculty, staff, and students.
X		Excellent interpersonal and communications skills.
X		Ability to work independently and attain project goals with minimal direct supervision.
	X	Master's degree in Educational Technology, Instructional Design, Assistive Technology, or related field.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			One or more of the following: Certified Professional in Accessibility Core Competencies (CPACC); ADA Coordinator Training Certification Program (ACTCP); Certified Professional in Web Accessibility (CPWA); The Assistive Technology Applications Certificate Program (ATACP).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees implementation of the university's Digital Accessibility Policy and related governance structures necessary to reasonably ensure that the entirety of USC's digital portfolio (e.g., websites, applications, data management systems, etc.) is accessible and compliant with all relevant accessibility laws. Defines strategy, processes, and approaches to guide university stakeholders in compliance; consistently refines strategy, processes, and approaches to meet the latest needs, requirements, and expectations. Oversees ongoing compliance assessment, monitoring, and remediation efforts and programs. Develops and oversees remediation strategies for inaccessible assets; leads complex remediation projects with stakeholders across multiple schools and divisions.				
Collaborates with IT, communications leaders, and disability access services across the university to prioritize, facilitate, and ensure digital accessibility compliance in their products and services. Communicates vision, opportunities, and strategies to stakeholders in a manner that guides institutional decision-making related to the digital accessibility compliance program. Reporting to the Audit, Risk, and Privacy Committee of the Board of Trustees, develops, and implements strategic goals, milestones, and key activities for the university in the area of digital accessibility.				
Manages a team of accessibility subject matter experts responsible for outreach, consultation, training, and technical remediation. Oversees the development and implementation of a robust and differentiated digital accessibility training program for all university stakeholders. Oversees the production and distribution of accessibility-focused documents, presentations, media, and other instructional materials.				
Leads digital accessibility procurement efforts and reviews requests for relevant software and hardware purchases to assess whether products meet accessibility standards. Researches, recommends, and implements systems and processes to facilitate the captioning and transcription of audio, video, and other multimedia instructional content. Provides oversight for the collection, management, and evaluation of Voluntary Product Accessibility Templates (VPATs) for instructional software and digital tools.				
Maintains currency with accessibility laws (e.g., Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, and Web Content Accessibility Guidelines 2.1 AA) and promotes digital accessibility knowledge across the				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
university. Attends and participates in required meetings and serves on committees as appropriate. Participates in professional networks in the area of digital accessibility and universal design. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.