

DRAFT – September 24, 2018

TEACHING AND LEARNING JOB FAMILY – ACCESSIBILITY SPECIALIST

JOB FAMILY CONCEPT: The Teaching and Learning job family are responsible for activities involved in the teaching and training of children, students, staff and community members of a wide variety of subjects and educational/training levels. The Teaching and Learning job family provides classroom and academic support by ensuring access and enhancing the learning experience; provides training, facilitation and instruction by assessing needs, developing content, curriculum and content delivery; and develops and coordinates ongoing educational and training programming.

ACCESSIBILITY SPECIALIST

This role is provides interpreting, transliterating or transcribing services for individual with disabilities by providing access for hearing impaired students in courses and other university-sponsored activities.

ACCESSIBILITY SPECIALIST 1

Typical Functions

- Provides interpreting, transliterating or transcribing services for individual with disabilities.
- Provides access in courses and other university-sponsored activities.
- Prepares for assignments by reviewing course information to learn vocabulary, technical terminology and to understand concepts.
- Reads and analyzes textbooks, course material, articles and other pertinent information prior to class; documents preparation; adds frequently used terminology to transcription program for abbreviation.
- Listens to lectures and discussions, finds meaning of message, organizes concepts and delivers communications to the client via sign language while monitoring feedback and comprehension.
- Listens to lectures and discussions, finds meaning of message, organizes concepts and delivers communications to the client via transcribing technology in real time allowing student to assimilate content and participate in lectures.
- Works with others to make sure programmatic content is accessible to all audiences (ie graduation ceremonies, guest lectures, town halls, etc).
- Ensure communications are compliant with ADA standards.
- Reviews transcriptions, edits for errors, highlights important information and uploads to server.
- Troubleshoots issues that arise in classroom.
- Adheres to applicable code of conduct and ethics.

Complexity and Decision Making Authority

Responsible for not only interpreting, but comprehending content to a high level to rephrase and communicate meaning, cultural significance and linguistic equivalence.

Knowledge, Skills, and Abilities

Knowledge of process of interpretation, translation, or transcription. Knowledge of applicable code of professional conduct. Knowledge of academic vocabulary. Knowledge of appropriate regulations. Excellent listening and comprehension skills.

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Education/Experience

Bachelor's degree and three years of relevant experience, or an equivalent combination of education, training, and experience.

License/Certification

Applicable certification may be preferred.