GMU Assistive Technology Initiative

AT Responsibilities by Position – Spring 2014

Mission:

To help provide equivalent access to electronic and information technology resources for members of the Mason community, as well as visitors to Mason campuses. This is accomplished by working collaboratively with the ITU, academic and administrative departments/units, faculty, as well as library personnel to develop, coordinate, and implement a university-wide technology accessibility plan that ensures conformity with the technical standards outlined in WCAG 2.0 and Section 508 of the Rehabilitation Act. This includes training and technical assistance regarding the appropriate use of assistive technology, web compliance, document/media accessibility, procurement, and software applications testing. Additionally, we coordinate with the ODS and the ADA Coordinator to address the technology accommodation needs of students, staff, and faculty with disabilities.

Report:

The Assistive Technology Initiative (ATI) operates under the Compliance, Diversity, & Ethics Office (CDE), reporting directly to the Associate Director for Compliance, Diversity & Ethics/ADA Coordinator.

Primary Duties by position:

ATI Manager:

1. Provide university-wide strategic plan for the acquisition and implementation of appropriate assistive technology (AT) and accessibility solutions across multiple departments and campuses.
2. Provide AT assessments and training for Mason students, staff, and faculty with disabilities.
3. Provide technical support (via phone, email, on-site) for AT software and hardware devices on Mason campuses.
4. Supervise ATI faculty, staff, and student workers.
5. Provide AT and accessibility training seminars and presentations for university community.
6. Oversee the design/maintenance of ATI websites (ati.gmu.edu, accessibility.gmu.edu).
7. Chair Compliance Office's IT Accessibility Advisory Committee.
8. Collaborate with Library staff on update/maintenance of AT Labs for individuals with disabilities.
9. Work collaboratively with Academic Departments, Library, Distance Education, and ITU to address electronic and information technology accessibility-related challenges for students, staff, faculty, and visitors with disabilities.
10. Manage budget and purchasing operations for ATI Office.
11. Prepare end-of-semester/end-of-year reporting data (accessible text, accessible media, web accessibility, AT assessments/training) for ADA Coordinator.
12. Prepare ATI budget reports to ADA Coordinator, as needed.

IT Accessibility Coordinator:

1. Develop and maintain university guidelines for electronic and information technology conformance with requirements specified in Section 508 and WCAG 2.0.
2. Coordinate accessibility reviews of electronic documents that are hosted on Mason websites and used in Mason classrooms to ensure conformance with requirements specified in Section 508 and WCAG 2.0.
3. Work with Architectural Standards Review Board (ASRB) to review software and web application purchases for accessibility and conformance with requirements specified in Section 508 and WCAG 2.0.
4. Aid in installation and maintenance of AT software on workstations across all campuses.
5. Facilitate the installation and maintenance of server-based AT software and hardware across all campuses.
6. Chair subcommittees, when applicable, under IT Accessibility Advisory committee.
7. Conduct trainings on Section 508 regulations and roles and responsibilities.
8. Keep current on state regulations regarding technology access for individuals with disabilities.
9. Provide end-of-semester/end-of-year reporting data on document reviews and web accessibility testing to ATI Manager.

Accessible Media Coordinator:

1. Coordinate delivery/production of accessible text (i.e. textbooks, course handouts, etc.) and accessible media (i.e. captioning, audio description) to support individuals with disabilities in Mason community and ensure compliance with relevant disability laws.
2. Consult with IT Accessibility Coordinator on accessibility reviews of electronic documents hosted on Mason websites and used in Mason classrooms to ensure conformance with requirements specified in Section 508 and WCAG 2.0.
3. Consult with Office of Distance Education, ID Team, academic departments, and other stakeholders about accessible media procedures/process.
4. Develop and maintain procedures for obtaining/producing documents in alternate formats.
5. Manage organizational partnerships with alternate format providers (i.e., AccessText, Bookshare, and Learning Ally) to support accessible text needs of students with documented print disabilities.
6. Create specific alternate formats (i.e. Braille, tactile, large print, etc.) on a case-by-case basis.
7. Provide one-on-one training to students on the use of technology for accessing print material and their responsibilities as it relates to the accessible text process.
8. Oversee duties of Accessible Media Specialist.
9. Maintain accessible media database.
10. Maintain updated procedures for scanning, accessible text, and accessible media.
11. Provide end-of-semester/end-of-year reporting data on accessible text and media jobs to ATI Manager.

Accessible Media Specialist (PT – wages staff):

1. Facilitate creation of accessible text (i.e. textbooks, course handouts, tests/quizzes, etc.).
2. Create specific alternate formats (i.e. Braille, tactile, large print, etc.) on a case-by-case basis.
3. Provide one-on-one training to students on the use of technology for accessing print material and their responsibilities as it relates to the accessible text process.
4. Communicate with higher education textbook publishers regarding alternate format requests for students with print disabilities.
5. Schedule and oversee week-to-week Mason Life volunteer.
6. Develop and implement invoicing for non-Mason accessible text clients as needed.
7. Maintain accessible text database.
8. Support Accessible Media Coordinator with provision of end-of-semester/end-of-year reporting data on accessible text and media jobs to ATI Manager.
9. Other duties as assigned to support ATI.

Program Support Specialist

1. Manage and maintain websites for ATI/CDE.
2. Support the IT Accessibility Coordinator with website/application testing for Section 508 and WCAG 2.0 compliance.
3. Provide written reports for website/application testing results to IT Accessibility Coordinator.
4. Attend ASRB committee meetings when applicable.
5. Assist with ASRB accessibility reviews, when applicable.
6. Assist with management and coordination of Web Accessibility/Training Processes (meetings with web developers/faculty).
7. Support ATI Manager with student AT assessments and training.
8. Work on expanding opportunities for trainings/presentations on effective use of AT hardware and software applications.
9. Maintain AT equipment inventory.
10. Work with part-time staff on internal processes (when applicable).
11. Support IT Accessibility Coordinator with provision of end-of-semester/end-of-year reporting data on document reviews and web accessibility testing to ATI Manager.

ATI Office Assistant (PT – student worker):

1. Support the production of alternate formats (i.e., Braille, large print, e-text) for individuals with print disabilities.
2. Support the production of accessible media (i.e., captioning, audio description) for individuals with sensory impairments.
3. Assist with testing websites and documents for accessibility.
4. Support ATI and the Compliance, Diversity and Ethics Office with the dissemination of routine information to other departments/units regarding services and training initiatives.
5. Other duties as assigned to support ATI and CDE.