

Learning Technology Center

Job Description

TITLE: Accessibility Support Consultant (Contractual)

DEPARTMENT: Learning Technology Center

QUALIFICATIONS:

1. Experience with digital accessibility (websites, documents, or instructional content)
2. Working knowledge of accessibility standards (WCAG preferred)
3. Ability to explain technical concepts in simple, practical terms
4. Experience working with educators, staff, or public sector organizations preferred
5. Strong communication and organization skills
6. Ability to work independently in a flexible, remote environment

Other qualifications as deemed necessary by the Regional Superintendent or the LTC Executive Director when necessary. Any of the above qualifications may be waived by the Regional Superintendent or the LTC Executive Director when necessary.

REPORTS TO: LTC Executive Director

SUPERVISES: Does not supervise any employees.

JOB GOALS: The Accessibility Support Consultant works with school districts to improve digital accessibility practices and meet accessibility requirements.

This role focuses on helping districts understand what accessibility means in practice and supporting them in making steady, achievable improvements across websites, documents, and instructional materials.

PERFORMANCE RESPONSIBILITIES:

- 1) Review websites, documents, and digital content for accessibility
- 2) Identify issues and provide clear, practical recommendations
- 3) Support districts in improving accessibility over time (not just one-time fixes)
- 4) Deliver training for staff on creating accessible content
- 5) Provide guidance on accessibility standards (e.g., WCAG) and requirements
- 6) Assist with policies, processes, and workflows for sustainable accessibility
- 7) Offer ongoing support through check-ins or project-based work

TERMS OF EMPLOYMENT: Contracted, part-time role based on district demand. Primarily remote, with optional in-person support. Flexible schedule based on project needs. Additional terms of employment to be determined by the ROE9 Regional Superintendent.

EVALUATION: To be completed by the LTC Executive Director in accordance with the policies and practices of the Regional Office of Education.

Created: 4/17/2026