



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 10/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Coordinator, Educational Advocate Program
Status: Full-Time, 35 hours per week (Grant funded position, renewable, contingent upon funding)
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director, Sherlock Center on Disabilities

PRIMARY PURPOSE:

The Educational Advocacy Project provides court ordered support for all Rhode Island children with disabilities who are in state custody. The Assistant Coordinator manages the flow of referrals and other information from Family Court, the Department for Children, Youth, Families, and the Department of Education for approximately 1200 children each year; provides technical support and day-to-day coordination and logistics.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Implement referral and tracking procedures specified in the consent agreement resulting from a class action suit and required by DCYF, RIDE, and Family Court.
- Collect and analyze case and outcome data for children supported by the Educational Advocacy program.
- Assist in the preparation of custom reports required by the consent agreement and by DCYF, RIDE and Family Court.
- Coordinate child-related meetings (approximately 10,000 per year) as described in the consent agreement and in federal and state law.
- Provide logistical support to Educational Advocates. This includes
 - (a) recognizing the type of meeting (e.g., Individual Education Plans, Special Education Determination Meetings, Behavior Reviews, Placement Hearings, etc),
 - (b) collecting the student specific information needed by the Educational Advocate for the meeting,
 - (c) assuring that all parties required to attend each meeting are informed about the meeting and the student, and other related tasks.
- Track participant information and coordinate follow-up surveys of the children described in the consent agreement.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of the Sherlock Center.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

Work experience in an agency that supports individuals with disabilities.

Skills, Knowledge and Abilities:

- Demonstrated competence in data management and office management practices.
- Ability to communicate clearly and effectively both orally and in writing.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.