



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 2/22/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director, Disability Services
Status: Full Time (35 hours per week), Calendar Year (May involve evening and/or weekend work as required)
Grade: 11
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports to: Director, Disability Services

PRIMARY PURPOSE:

The Assistant Director of Disability Services will work with the Director, Disability Services to ensure that all divisional and departmental goals and objectives to support students with disabilities to college are realized. The Assistant Director will have significant responsibilities for the Disability Services Center (DSC) related to the management of the daily operations of the center, timely delivery of essential services to maintain compliance with federal mandates, and the triage of emergent student, faculty, and staff concerns. The Assistant Director's duties include management of multiple systems of disability accommodations; oversight of special projects; student outreach, direct student support, student employee supervision; timely reporting; and coordination of training and other departmental activities. The Assistant Director will collaborate with professional staff and student employees within the DSC to enhance academic success and retention of students with disabilities. The Assistant Director will also represent the DSC on key campus committees.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Supervise the delivery of essential services to students with disabilities, including reasonable accommodations to support equal opportunity in all RIC academic, residential, and co-curricular programs and services.
- Meet individually with students to assess, verify, and facilitate their requests for accommodations and services
- Provide intervention, planning, and monitoring with students who present chronic or emergent support and accommodation needs; support and ensure follow-up with referral to appropriate campus resources including the Counseling Center, Health Services, Learning for Life, Title IX Coordinator, Student Life and community resources.
- Initiate targeted student outreach and communication to implement accommodations
- based upon the Academic Calendar including but not limited to priority registration, reduced course load, scheduling prompts, accommodation letter notifications
- Supervise implementation of documentation systems, data collection, service coordination, and reporting systems, including student records and service planning.
- Appropriately refer faculty and staff regarding disability-related options.
- Provide technical assistance, consultation, and guidance to faculty and staff regarding the implementation of reasonable accommodations for specific students.

- Arrange and hire all sign language interpreters, CART providers for students who are deaf or hearing-impaired including scheduling, adhering to applicable state and private vendor contracts, budgeting, payment, and reporting.
- Assist the Director regarding comprehensive updates and broad review of disability-related policies for the College.
- Assist with providing training to the campus community concerning best practices in disability services, accessibility, disability rights, etiquette, and the implementation of appropriate accommodations and services.
- Represent the department to ensure continued efficient and effective operation of the office.
- Represent the department at campus meetings and committees where Disability Services presence is essential.
- Hire, train, and supervise and evaluate student employees, including undergraduate employees, graduate employees, and interns.
- Supervise and evaluate student employees in their work to operate and maintain the Testing Accommodation and Peer Note Taking systems. Oversee the day-to-day operation of these systems.
- Under the supervision of the Director, develop, review, evaluate, and implement all operating policies, procedures, and guidelines of the Disability Services Center.
- Represent the Disability Services Center at key campus recruitment and retention events including but not limited to Open House, Accepted Students Day, New Student Orientation.
- Assist the Director with review and management of DSC departmental budget
- Assist the Director with the Strategic Planning, departmental work plan, and Annual Reporting for the Community, Equity and Diversity Division.
- Assist with supervision of the DSC department work that increases visibility and builds understanding in the RIC community that Disability is an issue of cultural diversity, equal opportunity, and social justice.
- Effectively communicate and model the values, vision and mission of Rhode Island College and the Division of Community, Equity and Diversity.

Occasional Job Functions:

Be available to work some evenings and Saturdays, as required, for recruitment and retention events and extended office hours during peak times in the Academic Year.

Perform other duties and responsibilities as assigned by the Director, Disability Services.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in a relevant field: psychology, counseling, social work, college student personnel, communicative disorders, adult education or other human science field.

Experience:

- Demonstrated supervisory experience.
- Minimum three years of demonstrated experience working with college students with disabilities directly in postsecondary disability support services environment.

- Demonstrated experience with issues of disability and ADA/504 accommodations in a college setting.
- Demonstrated experience implementing Federal Regulations, such as Americans with Disabilities Act Amendment Act/Section 504, FERPA and other regulations pertinent to higher education environments.
- Demonstrated experience working with adults presenting with social/emotional needs.
- Demonstrated experience to consult in learning accessibility options for college students.

Skills, Knowledge, and Abilities:

- Ability to work effectively with a diverse group of faculty, staff, and students.
- Ability to work occasional nonstandard hours.
- Ability to travel to local high school and other community locations throughout the state to represent the Disability Services Center at key transition events and relevant meetings.
- Strong written and oral interpersonal and communication skills.
- Strong verbal presentation/public speaking skills.
- Ability to handle details, prioritize multiple activities in multiple projects in an accurate and timely manner within a fast-paced environment.
- Excellent organizational skills and ability to work independently.
- Excellent listening and problem-solving skills with an ability to represent a diverse campus community positively and effectively.
- Demonstrated Proficiency in basic computer applications: (Microsoft Office programs: Windows, Access, Excel, PowerPoint, etc.)
- Strong respect for individuals with disabilities an ability and desire to support diverse and inclusive communities.

PREFERRED:

- Proficiency with Assistive Technologies used in higher education settings.
- Experience collaborating on interdisciplinary teams.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be accessible to persons who are disabled.

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.