



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Coordinator, Disability Services
Status: Full-time, 35 hours/week/calendar year appointment
Grade: 8
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports to: Director, Disability Services

PRIMARY PURPOSE:

Assist with and coordinate services for Rhode Island College students with disabilities. The Coordinator will also support this population in their pursuit of an education by encouraging them toward self-advocacy and independence and by fostering awareness of disability-related supports and accommodations on campus and, when relevant, to the larger community.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Evaluate and develop reasonable accommodations that respond to students' disability verification documentation, functional abilities and limitations that are consistent with the college's mission, goals, and academic requirements.
- Process accommodation requests for academic courses, campus housing, and orientation programs.
- Meet with students with disabilities to coordinate and implement accommodations and supports.
- Assist students in identifying and communicating needed supports and accommodations to faculty, staff, and administration.
- Determine appropriate assistive technologies, adaptive equipment, learning software and alternative formatted texts and course materials based upon the functional impact of a student's disability and make appropriate referrals to the Assistive Technology Coordinator for implementation and training.
- Coordinate the maintenance of an electronic database of all students with disabilities who register with the Office.
- Monitor student files for compliance with documentation requirements.
- Represent the Disability Services Center at key recruitment and retention events, including but not limited to RIC Open House, RIC Accepted Students Day, RIC Orientation, and Transition and College Fairs in the surrounding community
- Arrange sign-language interpreters, readers, scribes, note-takers, special equipment, specialized furniture, and other reasonable accommodations as necessary.
- Work cooperatively with campus partners to provide an integrated college-wide system of supports. These partners include, but are not limited to: Office of Academic Support and Information Services, Learning for Life, Dining Services, Health Services, Title IX Coordinator, Residential Life and Housing, Counseling Center, Unity Center, Preparatory Enrollment Program, Career Development Center, Sherlock Center for Disabilities and the ADA Coordinator.

- In collaboration with the Director, Disability Services, Assistant Director of Disability Services and these partners, participate in:
 - Scheduling support group discussions with interested students and provide information, speakers, or other programming.
 - Communicating significant information to students with disabilities, prospective students, parents, and the College community as needed throughout the year.
 - Updating website and faculty handbook as needed.
 - Assist in conducting student, faculty, and staff assessment surveys to determine needed improvements and changes.
 - Providing orientation and training opportunities for new faculty and staff.
 - Pursue professional development opportunities, such as grant writing, assistive technology trainings, attending state-wide meetings, and participating in college committees, etc.
 - Maintain a working knowledge of changing practices and legislation in the field of disability services.

Occasional Job Functions:

- Work some non-standard hours: evenings and Saturdays as needed for recruitment and retention events and extended office hours.
- Perform other duties and responsibilities as assigned by the Director, Disability Services.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in a relevant field.

Experience:

Two years' work experience related to adults with disabilities.

Skills, Knowledge and Abilities:

- 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 the ability to work independently.
- Ability to work occasional non-standard hours as needed.
- Ability to travel to local high schools and other community locations throughout the state to represent the Disability Services Center at key transition events.
- Ability to represent a diverse campus community positively and effectively with prospective students, parents, faculty, staff, and the public.
- Ability to implement policies related to students with disabilities.
- Ability to write and speak effectively.
- Knowledge of federal laws and regulations.
- Demonstrated ability to work with computer-based systems and software (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:

- Master's degree.
- Experience working in college disability services settings.
- Experience with services for students with mental health conditions.
- Bilingual in English / Spanish (fluent in speaking and 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.