



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/15/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Educational Advocate  
Status: Full-time, 35 hours/week (Grant funded position, renewable, contingent upon funding)  
Grade: 9  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports to: Director, Paul V. Sherlock Center on Disabilities

**PRIMARY PURPOSE:**

The individual will serve as an educational advocate for children who are in the care of DCYF and who have or are suspected of having a disability.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Provide educational advocacy services to assigned students.
- Collect and review school records, including evaluations, discipline report, attendance records and other relevant information.
- Make referrals for special education evaluation when appropriate.
- Visit schools and observe classrooms for assigned students as appropriate.
- Participate in eligibility team meetings, disciplinary meetings, IEP meetings and other school meetings for assigned students.
- Maintain familiarity with available resources for students with disabilities in the assigned districts.
- Work cooperatively with various service providers, including CASA and DCYF, regarding educational planning for students.
- Monitor the performance of local school departments in complying with the IEPs of assigned students.
- Keep accurate and up-to-date records, file reports and assist in the preparation of cases with staff attorneys and supervisors.
- Provide resources and information to Rhode Island College faculty and students.
- Attend IEP meetings and other school meetings as necessary.
- Attend staff meetings and training sessions as scheduled.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director, Paul V. Sherlock Center on Disabilities.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree in a discipline related to the education of children or child welfare.

Experience:

Three years of experience with children with disabilities or children in child welfare.

Skills, Knowledge and Abilities:

- Knowledge of the General and Special Education systems.
- Knowledge of pertinent laws and regulations.
- Knowledge of the child welfare systems.
- Ability to collaborate with professionals, families and students.
- Effective communication skills (verbal, written and electronic).
- Ability to travel and arrange transportation to various public and private school locations throughout Rhode Island.

**PREFERRED:**

Experience working in special education or child welfare systems in Rhode Island.

**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.*