



RHODE ISLAND COLLEGE JOB DESCRIPTION

| |
|------------------------------------|
| Position classification: NUNC |
| Date created or revised: 9/14/2022 |
| Exempt/Non-Exempt Status: Exempt |
| Responsible individual: Yes |
| Campus Security Authority: No |

Title: Executive Director of Paul V. Sherlock Center on Disabilities
Status: Full-time, Calendar Year
Grade: 18
Union Affiliation: NUNC (Non -union/Non-Classified)
Reports To: Provost, Vice President for Academic Affairs

PRIMARY PURPOSE:

The Sherlock Center is a University Center for Excellence in Developmental Disabilities (UCEDD). The Sherlock Center promotes the membership of individuals with disabilities in school, work, and community through education, training, community services, research and evaluation and information dissemination. The Director's position carries with it a number of scholarly, administrative, programmatic, representational, and coordinative functions and responsibilities.

The Director will provide vision and leadership in carrying out the mission, core functions, and federal requirements of the University Center for Excellence in Developmental Disabilities (UCEDD) in compliance with legislation and related regulations; maintain collaborative relationships with the Rhode Island State DD Council, the State Legal Protection and Advocacy (P&A), and other state agencies, organizations, and community service providers. The director will provide vision and leadership to facilitate systems change, capacity building, and advocacy to promote self-determination, inclusion, and productivity of individuals who have developmental and other disabilities.

The individual will report directly to the Rhode Island College Provost, Vice President for Academic Affairs.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- In accord with the mission of the DD ACT and the purpose of UCEDD, promote the civil rights and quality of life of individuals who have a developmental disability and/or other disability.
- Provide programmatic vision and oversight of UCEDD projects and activities.
- Be deeply connected with all systems in RI (public and private) that support individuals who have a developmental and/or other disability.
- Identify the needs of people with disabilities and their families and, in collaboration with community partners, develop strategies for meeting those needs. Identify issues or barriers that impact the inclusion, independence, or productivity of individuals with disabilities and/or their families across the age span.
- Collaborate with the Association of University Centers on Disability (AUCD) and network members to implement national initiatives.
- Create the resources necessary to implement the identified strategies to reduce barriers and/or create opportunities to increase the inclusion, independence, or productivity of individuals with disabilities and/or their families across the age span.
- Hire and manage a diverse faculty and staff to support the functions and purposes of the UCEDD.

- Prepare and submit the annual report to the Administration on Intellectual & Developmental Disabilities (AIDD).
- Oversee participation in the National Information Reporting System (NIRS) database and the production of annual reports, 5-year core grant application, and other grant applications.
- Prepare and implement the 5-year strategic plan in consultation with the Consumer Advisory Committee.
- Obtain funding to carry out research and development-related activities; and work collaboratively across disciplines to develop joint research, teaching and training, service, and technical assistance opportunities.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Rhode Island College Provost & Vice President for Academic Affairs.

REQUIRED QUALIFICATION STANDARDS:

Education:

- A Doctoral degree in a discipline related to developmental disabilities.
- Meet criteria for faculty status and tenure at the rank of Associate Professor or Professor depending on qualifications and experience.

Experience:

- A minimum of five years of experience providing direct services or supports to individuals who have developmental disabilities.
- A minimum of seven years of college-level teaching experience or other appropriate academic/professional experience.
- Experience managing staff.
- Experience writing, securing, and managing grants/contracts.
- Previous higher education experience and teaching and scholarship in developmental disabilities at institutions of higher education.
- Evidence of excellent teaching in an area related to Developmental Disabilities and/or Disability Studies.

Skills, Knowledge, and Abilities:

- Demonstrated expertise working with individuals who have developmental disabilities.
- History of publication and scholarship pertinent to individuals with developmental and/or other disabilities.
- Demonstrated leadership in a higher education or equivalent professional context.

PREFERRED:

- Administrative or staff experience at a UCEDD.
- Life experience with individuals who have developmental disabilities.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

Rhode Island 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.

