



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Program Director, Disability Services for Students
LOCATION:	Office of Disability Services for Students
REPORTS TO:	Dean, Office of Opportunity and Outreach
GRADE & SALARY:	CCRIPSA 14 Salary commensurate with education and experience
WORK SCHEDULE:	Non-Standard, Monday-Friday Evening/Weekend work may be required
SUPERVISES:	Professional and support staff, graduate assistants and student interns

JOB SUMMARY: To administer and manage the Office of Disability Services for Students across all campus locations and satellites by providing overall leadership, planning and supervision for the disability support services function. This includes directing and implementing reasonable accommodations and services for students with disabilities under the mandates of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990 (as amended). Responsible for designing and managing the data information system, directing and evaluating program activities, developing disability awareness curricula for faculty and staff, supervising professional and support staff, maintaining a caseload of students, and collaborating with all areas of the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and oversee the Office of Disability Services for Students at all CCRI campuses and locations.
- Supervise institutional compliance with Section 504 and the Americans with Disabilities Act (ADA) and with other federal and state regulations concerning students with disabilities.
- Direct outreach and service activities of the DSS Office.
- Review documentation of disability, including psychological, medical, academic and educational assessments, and recommend reasonable accommodations for students.
- Coordinate services and equipment necessary for reasonable accommodation, including assistive technology and software in the assistive technology labs.
- Identify students' needs and refer to other departments and social service agencies when appropriate.
- Develop and implement program orientations and other transition and success activities for students with disabilities and their parents.

Knight Campus

- Develop disability awareness curriculum for faculty and staff promoting enhanced disability inclusion, community awareness and retention for students with disabilities.
- Act as a liaison, advocate and resource person for students with disabilities.
- Identify and collaborate with public and private entities that provide services, assistance or information to students with disabilities, including other postsecondary institutions, social service agencies, secondary schools, etc.
- Set up and maintain a database system for monitoring and reporting on the number students with disabilities, their needs and effectiveness of service delivery for program improvement purposes.
- Oversee the development and maintenance of the department's website and, as appropriate, social media tools of communication (Facebook, etc.).
- Assist in college efforts to ensure that all programs and services are accessible and consult with Human Resources, Facilities and all other college divisions regarding campus and program accessibility.
- Hire, train, and supervise new DSS staff.

RELATED DUTIES

- Ensure accurate recordkeeping and confidentiality for program activities and participants.
- Assist with budget development and prioritizing of resource allocations; guide long range planning efforts for disability accommodations and accessibility.
- Keep professionally current by participating in department and college-wide activities and training, and, when appropriate, regional and national meetings;
- Maintain a working knowledge of changing practices and legislation in the field of disability services.
- Conduct information/in-service training sessions for faculty, staff and students regarding program objectives and compliance with ADA/504 and other disability issues.
- Actively participate on assigned college and community committees as well as college-wide initiatives to promote the programs and foster an environment that is supportive of the target population;
- Promote a positive, student-centered, success-oriented atmosphere in the department and program.
- Communicate effectively with the Dean and all other staff in order to ensure the continued successful operation of the Office.
- Assist with institutional policy development related to disability services.
- Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Master's degree in education/special education, higher education administration, college student personnel, counseling, social work, psychology, or related field with a minimum of three years professional experience providing direct service to students with a wide range of disabilities within a postsecondary institution is required.
- Demonstrated effectiveness and experience supervising, instructing and reviewing the work of subordinates is required.
- Knowledge of and experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act required.
- Knowledge of and ability to interpret results of various assessments and diagnostic tools used to diagnose different types of disabilities and make recommendations for reasonable accommodations required.
- Ability to create and conduct effective programming for students with diverse abilities is required.
- Computer literacy required (Microsoft Windows based software); familiarity with BANNER and assistive software strongly preferred (e.g., Dragon Naturally Speaking, JAWS for Windows, Kurzweil 3000, etc.).
- This position requires that the incumbent possess the ability to communicate effectively interpersonally and in writing within a culturally diverse institutional environment, be able to establish and maintain positive, collaborative relationships with students, faculty and staff, serve as an effective team member as well as have the ability to function independently, lead, manage and prioritize multiple job assignments. The incumbent must be able to organize, coordinate and supervise professional and support staff, be able to interpret institutional policies, plans, objectives, rules and regulations and be able to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed reports and make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups.
- Travel for professional reasons may be required.
- The successful candidate will have a high level of energy and maturity, the ability to encourage and motivate students and staff, and work effectively in a large, fast-paced environment.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.