



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Coordinator, Disability Services for Students
<b>LOCATION:</b>	Office of Opportunity and Outreach, Disability Services for Students Initially the Providence and Warwick Campuses
<b>REPORTS TO:</b>	Program Director, Disability Services for Students
<b>GRADE:</b>	CCRIPSA 12
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week; Monday-Friday Evening/Weekend work may be required
<b>SUPERVISES:</b>	Paraprofessional and Student Support Staff

**JOB SUMMARY:**

Coordinator for Disability Services for Students is responsible for coordinating and implementing accommodations and services for students with disabilities at CCRI under the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities act of 1990 as amended. Responsibilities include, but are not limited to, providing direct services to students, implementing accommodations and auxiliary services such as scheduling sign language interpreters, CART, assistive technology, and similar services for students with students with disabilities, such as academic advising.

The Coordinator manages the record keeping system for students with disabilities, evaluates program activities and outcomes and prepares regular reports relevant to the effective administration of the disability services office. The Coordinator assists the Program Director with specific administrative tasks as necessary and may act in the absence of the Program Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review documentation of disability, including psychological, medical, academic and educational assessments, and recommend reasonable accommodations for students.
- Advise students, prospective students and student groups regarding disability-related issues, rights and responsibilities. Assist students in developing effective self-advocacy skills.
- Act as a liaison, advocate and resource person for students with disabilities.
- Administer quizzes and examinations and provide other accommodations as necessary to meet individual student needs.
- Train and assist students in use of assistive technology.
- Plan and implement incoming student program orientation and workshops for students with disabilities and/or their parents.
- Schedule, hire, train and manage payment of sign language interpreter, CART, readers and similarly related services for students with disabilities.

**Knight Campus**

- Train and supervise paraprofessional and student support staff
- Serve as a consultant and resource to faculty and other CCRI personnel on disability and accommodation issues.
- Develop programs and initiatives to raise institutional awareness of issues facing students with disabilities.
- Maintain record keeping system to generate accurate reports of students with disabilities, their needs and use of accommodations.
- Learn and stay updated on campus and community services/resources.
- Communicate effectively with the Program Director and all other disability services staff in order to ensure the continued successful operation of the program.

#### **OTHER DUTIES:**

- Assist with drafting policy and procedures for providing appropriate accommodations in accordance with federal, state and local laws.
- Assist with faculty and staff training.
- Oversee development and maintenance of disability services program website
- Keep professionally current by participating in department and college-wide activities and training, and, when appropriate, regional and national meetings.
- Actively participate on assigned college and community committees as well as college-wide diversity initiatives.
- Maintain contacts with departments, schools and agencies serving target population.
- Under supervision of the Program Director and in absence of the Program Director, coordinate and administer all program activities.
- 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 as travel for professional reasons may be required.

#### **ENVIRONMENTAL CONDITIONS:**

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

#### **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 required. Or, a Bachelor's degree in a related field with at least 6 years of relevant experience required.
- Knowledge of and experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act 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, etc.).
- Experience scheduling and managing sign language interpreters, CART and related accommodations preferred.
- Two years' experience providing academic advising, learning support, and study skills development to students with disabilities strongly preferred.

- 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, manage and prioritize multiple job assignments.
- The incumbent must be able to organize, coordinate and supervise 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 studies and 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.

**Knowledge, Skills and Abilities:**

- The successful candidate will have a high level of energy and maturity, the ability to encourage and motivate students and staff, work collegially in a demanding, 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.