



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director Accessibility For Students
POSITION NO.	502209
LOCATION	Warwick Campus
REPORTS TO	Dean Opportunity Outreach
GRADE	PSA 15
WORK SCHEDULE	Non-Standard: 35 hours per week; Monday-Friday work may be required
SUPERVISION	Full Time and Part Time, Day and Evening Staff
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

The Director, Accessibility, Inclusion and Disability Services for Students administers and manages the Office of Accessibility, Inclusion, and Disability Services for Students across all College locations and satellites by providing overall leadership, planning, and supervision for the accessibility, inclusion, and 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 activities, developing accessibility and 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.

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.

- 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.

DUTIES AND RESPONSIBILITIES:

Operations Management:

- Develop and oversee the Office of Accessibility, and Inclusion Disability Services for Students at all CCRI campuses and off-site locations
- Supervise institutional compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) and with other federal and state regulations concerning students with disabilities
- Supervise full-time and part-time day and evening staff
- Hire, train, and supervise new DSS staff
- 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
- Assist Dean with budget development and prioritizing of resource allocations; guide long-range planning efforts for disability accommodations and accessibility
- Develop policies and procedures in conjunction with the Dean of Office of Opportunity and Outreach in all areas of Accessibility, Inclusion, and Disability Services for Students
- Actively participate in 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
- Maintain effective liaison with College departments such as Academic Affairs, Business Affairs, off-campus operations, and Workforce Development programs to ensure effective communication and understanding of various disability and mental health issues, student concerns, and department operation

- 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 accessibility, inclusion, and disability services
- Oversee the development and maintenance of the department's website and, as appropriate, social media and related tools of communication and student success

Program Development:

- Direct outreach and service activities of the DSS Office
- Coordinate services and equipment necessary for reasonable accommodation, including assistive technology and software in the assistive technology labs
- Develop and implement program orientations and other transition and success activities for students with disabilities and their parents
- Develop accessibility, inclusion, and disability awareness curriculum for faculty and staff promoting enhanced disability inclusion, community awareness, and retention for students with disabilities
- Conduct information/in-service training sessions for faculty, staff, and students regarding program objectives and compliance with ADA/504 and other accessibility, inclusion, and disability issues
- Perform other duties as assigned

Partnership Management:

- 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

Reporting and Data Management:

- Assist the College's liaison with the Office of the Postsecondary Commissioner, the Council on Postsecondary Education, the Governor's Office, and state and federal agencies regarding Section 504 and ADA compliance
- Set up and maintain a database system for monitoring and reporting on the number of students with disabilities, their needs, and the effectiveness of service delivery for program improvement purposes
- Ensure accurate recordkeeping and confidentiality for program activities and participants

Diverse Student Engagement:

- Act as a liaison, advocate, and resource person for students with disabilities
- Identify students' needs and refer them to other departments and social service agencies when appropriate
- Promote a positive, student-centered, success-oriented atmosphere in the department and program

Technical Expertise:

- Review documentation of disability, including psychological, medical, academic, and educational assessments, and recommend reasonable accommodations for students
- 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
- Travel for professional reasons may be required

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in education/special education, higher education administration, college student personnel, counseling, social work, psychology, or related field
- Minimum of five years professional experience providing direct service to students with a wide range of disabilities within a postsecondary institution

PREFERRED QUALIFICATIONS:

- Demonstrated effectiveness and experience supervising, instructing, and reviewing the work of subordinates
- Knowledge of and experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act
- Thorough knowledge of and ability to interpret results of various educational, psychological, and medical assessments and diagnostic tools used to diagnose different types of disabilities and make recommendations for reasonable accommodations
- A thorough knowledge of individual emotional and behavior patterns as well as cognitive, social, and economic factors that contribute to student success
- A strong ability to counsel students, advise faculty, de-escalate situations, and negotiate
- Ability to create and implement effective programming for students with diverse abilities
- 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.)

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.