



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 11/16/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: Yes

Title: Director of Disability Services  
Status: Full-time, 35 hours/week (may include evening or weekend work as needed)  
Grade: 14  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Associate Vice President for Community, Equity, and Diversity

### **PRIMARY PURPOSE:**

The Director of Disability Services provides leadership for a comprehensive disability services program for prospective and current undergraduate and graduate students including evaluation and delivery of accommodations as well as services and programming initiatives to support student success.

The Director serves as a primary resource to educate, train, and guide the college community in understanding disability access, rights, and responsibilities. He/she will also support this population in their pursuit of an education by encouraging them toward self-advocacy and independence.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Develop and implement best practices to support and enhance retention and graduation of students with disabilities.
- Evaluate and develop reasonable accommodations that respond to students' disability verification documentation, functional abilities and limitations that are consistent with the college's mission, goals, and academic requirements.
- Provide leadership in the formation and/or revision of policies related to disability services, student progress and success and communication of such policies to the campus community.
- Provide individual consultation, advice, technical assistance and negotiation and conflict resolution for faculty regarding accommodations for students with disabilities.
- Work in close collaboration on coordinated efforts to support students with disabilities with deans, department chairs, academic departments, OASIS, Admissions, Learning for Life, Records, Financial Aid, Career Development, the Preparatory Enrollment Program, Athletics, Health Services, Student Life, Counseling Center, Residential Life, Campus Security, the ADA coordinator and Sherlock Center, among other stakeholders.
- Review and update Rhode Island College policies with federal, state and other guidelines so that the college complies with the spirit as well as the letter of the law.
- Assist students in identifying and communicating to faculty, staff and administration, accommodations necessary to achieve their academic goals.
- Analyze key enrollment management data of all students with disabilities who register with the office in order to track progress towards degree completion and prepare comprehensive statistical reports on a routine basis.

- Identify and pursue external funding to enhance and maximize college resources to support students with disabilities.
- Participate in programs for prospective students and parents about disability resources and services available at Rhode Island College.
- Supervise and evaluate professional, support staff.
- Supervise graduate assistants and undergraduate student staff.
- Oversee development of all the Disability Services Center publications and web presence.
- Prepare and manage the annual budget for the Disability Services Center.
- Serve as a member of the Enrollment Management Unit Directors group, Assessment Concerns Team and other campus-wide committees.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Vice President for Community, Equity, and Diversity.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's degree in special education, education, rehabilitation counseling, psychology, educational psychology or other appropriate fields.

Experience:

A minimum of three years of full-time experience in higher education administration with an emphasis on services for students with disabilities.

Skills, Knowledge and Abilities:

- Knowledge of current research on students with disabilities in postsecondary education.
- Ability to represent a diverse campus community positively and effectively with prospective students, parents, faculty, staff, and the public.
- Ability to identify changing practices and legislation in the field of disability services.
- Demonstrated ability to work collaboratively across campus.
- Ability to provide strong leadership to staff.
- Ability to implement policies related to students with disabilities.
- Ability to write and speak effectively.
- Knowledge of federal laws and regulations.
- Demonstrated analytical communications and managerial skills.
- Demonstrated ability to work with computer-based systems and software.
- Ability to work non-standard hours as needed.

**PREFERRED:**

- Experience with services for students with mental health conditions.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**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.*