



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Disability Services
POSITION NO.	501579, 501800, 502652
LOCATION	Multiple
REPORTS TO	Director Accessibility, Inclusion, and Disability Services
GRADE	CCRIPSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week. Monday-Friday Evening/Weekend work may be required.
SUPERVISES:	Paraprofessional and Student Support Staff
REVISION DATE	April 2018

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.

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 Director of Accessibility, Inclusion, and Disability Services with specific administrative tasks as necessary and may act in the absence of the Director.

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.
- 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 Director and all other disability services staff in order to ensure the continued successful operation of the program.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and possess the ability to work with students with diverse learning styles, cultures, identities, and life experiences.

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 Director and in absence of the 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.

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 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
- Knowledge of and experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act
- Computer literacy required (Microsoft Windows based software); familiarity with BANNER and assistive software strongly preferred (e.g., Kurzweil, JAWS 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, 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.
- 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.

PREFERRED QUALIFICATIONS:

- Experience scheduling and managing sign language interpreters, CART and related accommodations
- Two years' experience providing learning support to students with disabilities strongly

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