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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Dean of Students, Accessibility and Inclusion

DIVISION: Student Affairs (Dean of Students)

REPORTS TO: Dean of Students

GRADE: 14

SUPERVISES: Professional and clerical support staff, undergraduate and graduate student employees

BASIC FUNCTION:

Lead, plan, develop and administratively oversee the team of professional and support staff--- union and non-union--that is responsible for the overall University support programs for students with disabilities. Develop and oversee relevant University accommodation policies and procedures. Design and manage an information system and reporting model of accessibility statistics and standards for identified students with disabilities. Promote enhanced disability inclusion, community awareness, and retention for and about students with disabilities. Guide the University to help ensure that all programs and services are accessible. Consult with HR, Facilities Services, AAEOD and all University divisions regarding all aspects of University accessibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collaborate with the University's ADA Coordinator regarding compliance with Section 504 and ADA, as well as with other federal and state disability regulations. Assist in the resolution of claims of disability discrimination or harassment.

Assist the University's liaison with the Office of the Postsecondary Commissioner, the Council on Postsecondary Education, the Governor's Office, state and federal agencies regarding Section 504 and ADA compliance.

As needed, represent the University to the Office of Civil Rights for Section 504 and ADA compliance reviews.

Consult with AAEOD, Institutional Research, Admission and Enrollment Services regarding University accessibility and/or student performance.

Provide relevant student data to Institutional Research and AAEOD to assist their reporting to State and Federal Government Agencies regarding students with disabilities.

Design, develop and manage a data information system regarding students with disabilities. Effectively analyze data to promote enhanced interventions, retention and graduation of students with disabilities.

Design, develop, publish, and maintain policies and procedures for student accommodations and accessibility, in collaboration with University administrators, General Counsel, Faculty Senate, and others. These policies and procedures will reduce institutional liability, and will inform current and prospective students, their parents, and the public.

Oversee the processes of disability eligibility determination and evaluation of documentation for new and incoming students who identify a disability.

Oversee DSS collaboration with New Student Programs and University College (UC) regarding orientation programs for students with disabilities and their families, retention of first- and second-year students with disabilities, and academic advisement and support of UC students with disabilities. Similarly, collaborate with degree-granting colleges as these students progress to graduation. Utilize e-campus Advisement' System, Starfish and other online advisement tools.

Assist the Director, Personnel Services, in negotiating appropriate accommodations between staff and faculty and their respective departments.

Collaborate with faculty, Advancement for Teaching and Learning, Counseling Center and others to design and assess curriculum modules that will promote disability awareness for Rhode Island regional higher education faculty and administrators toward improved inclusion of postsecondary students with disabilities.

Consult and collaborate with secondary schools and RI Department of Education regional transition collaborative regarding students with disabilities and their transition to college.

Consult, as requested, with the University's Admission Office in the informed recruitment of students with disabilities. Collaborate as needed in reviewing relevant aspects of applications that identify a disability.

Collaborate with Health Services and the Counseling Center in the mutual referral and provision of cohesive supports for students with a variety of medical, temporary and permanent conditions.

Collaborate with various University administrative units (e.g., Admission, Enrollment Services, etc.) and external agencies (e.g., VA, ORS, etc.) to support Veteran students and families under recent expansion of Federal GI Bills and other legislation.

Participate in the University's Equity Council, representing disability-related civil rights issues, equal opportunity and inclusion in the University's pursuit of inclusion for under-represented student groups. Provide leadership with other diversity commissions, committees and efforts (e.g., the President's Commission on People with Disabilities) regarding disability inclusion and equal opportunity rights.

Collaborate, as requested, with the Directors of Capital projects, University Architects and Facilities Services to review accessibility of proposed building plans and current campus facilities. As needed,

consult with the University's Director of Capital Projects on bond issues for disability access.

Collaborate with, and provide leadership to, faculty, administrators and the University's Research office in the pursuit of national, state, local and University funding that enhances the goals and programs of the University.

Provide information and collaboration to University programs and services to help ensure institution-wide accessibility of services and equipment. Supervise the provision of supports as needed for eligible students with disabilities (e.g., Ram Vans, sign language interpreters, laboratory and computer access, FM systems, etc.).

Serve as consultant and resource to academic departments, the Office of Residential Life, Facilities and Operations, the Office of Public Safety, and various community agencies regarding disability issues.

Supervise and ensure the facilitation of appropriate accommodations for students with disabilities. Negotiate and collaborate as needed with the Divisions of Academic Affairs, Student Affairs, Administration and Finance, and Community, Equity and Diversity, to ensure reasonable accessibility.

Research and provide leadership to the University community in the interpretation of state and federal civil rights disability regulations. Disseminate that information to appropriate University officials.

Manage the University's student disability accommodations budget and resource allocation. Negotiate with the University's budget officials as needed to acquire adequate financial resources that ensure reasonable accommodations and accessibility.

Guide the University's long-range planning regarding disability accommodation and accessibility.

Design, oversee, implement, and assess collaborative multi-disciplinary programs and services to assist students with disabilities in the acquisition of skills for independence, and orientation to the University. Collaborative efforts may involve Career Services, Communication Disorders Program, Counseling Center, Health Services, academic programs, etc.

Manage all aspects of employment for DSS professional staff, graduate assistants, student employees, interns and volunteers, including position creation, recruitment, hiring, training, supervision and, if necessary, disciplinary procedures.

Design, develop, implement and assess the effectiveness of multi-disciplinary support efforts and programs that support the transition of increasing numbers of students with Autism Spectrum Disorder (ASD), Mental Health Diagnosis, and similar disabilities to the University environment.

Disseminate via publications, presentations, workshops and seminars, the unique qualities of the University's Disability Support Programs and Services at University, local, state, regional and national venues.

Collaborate with relevant offices to coordinate crisis intervention and emergency response for students with disabilities. Discover, evaluate and assist in the acquisition of appropriate technological

innovations for accommodations and accessibility. Collaborate and communicate with relevant departments such as Information Technology Services, Facilities Services, and academic departments regarding access to programs and services such as computer labs, classrooms, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Provide in-service training to faculty, staff, and students regarding compliance with Section 504, ADA, and other disability issues.

Provide consultation and leadership regarding disability issues to agencies within the region in consonance with the University's mission of service to the community.

Assist in policy development for the Dean of Student's Office.

Represent the Dean of Student's Office on University, Division and other committees and at University events.

Maintain student caseload; assist with new student intakes and case management as needed.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in college student personnel, counseling or a related field; Minimum of five years of professional experience working in higher education with disability issues; Demonstrated experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act; Demonstrated experience addressing the accommodation needs of employees pursuant to the Rehabilitation Act and the ADA; Demonstrated experience providing training regarding ADA and Section 504 employment and student services compliance mandates; Demonstrated experience consulting and coordinating with the full range of university departments; Demonstrated knowledge of and experience with college student mental health, attention and learning disabilities; Demonstrated knowledge of adaptive technology; Demonstrated computer skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports, and make recommendations concerning the substance of those studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Ph.D., in Mental Health/Counseling or related field.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.