

Job Code:.....101254
Position #: (PSA).... (E)
Developed by:.....PR
Reviewed by:.....SG;DLJ
Approved by:.....LK
Date:09/16, 05/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Disability Services
DIVISION: Student Affairs (Dean of Students)
REPORTS TO: Assistant Dean of Students, Accessibility and Inclusion
GRADE: 11
SUPERVISES: Undergraduate and graduate students, student interns and volunteers

BASIC FUNCTION:

Collaboratively coordinate, deliver and assist in the supervision of university accessibility services and supports for students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish and supervise delivery and database documentation of essential services to students with disabilities, including reasonable accommodations to support equal opportunity in URI academic and co-curricular programs and services.

Supervise and evaluate Graduate Assistant(s) and/or other student staff in their work to operate and maintain the DSS Technical Accommodations Systems such as adapted books, notetaking, accessibility equipment, accessibility software, etc.

Assess, verify and facilitate student requests for services.

Conduct learning support services for students with learning disabilities, attention deficit/hyperactivity disorders, mental health disabilities, autism spectrum disorders and other documented conditions.

Hire, train, and supervise student employees as needed.

Advise individual students and student groups concerning disability civil rights, services, self advocacy, and social justice.

Assist students with disabilities in problem solving.

Supervise the research and acquisition of adaptive equipment and software; oversee training of students in the use of such equipment and software, as needed.

Assist and advise the Assistant Dean/Director in guiding University departments regarding accessibility options in courses, programs, and services.

Assist and advise University departments in providing services to students with disabilities.

Assist the Assistant Dean/Director in database management, including data imports, reconciling with e-campus, communication with database programming vendor, maintenance of database software, and communication with URI ITS related to the DSS secure server.

Assist and advise the Assistant Dean regarding comprehensive updates and broad review of disability-related policies for the University.

Assist with review and management of DSS departmental budget, DSS Accommodation budget, DSS Foundational accounts, and DSS Foundation Scholarships.

Represent the Assistant Dean of Accessibility and Inclusion at campus meetings where Disability Services presence is essential.

Assist with supervision of the DSS department work that increases visibility and builds understanding in the URI community that Disability is an issue of cultural diversity, equal opportunity and social justice.

Appropriately refer faculty and staff regarding disability-related options.

OTHER DUTIES AND RESPONSIBILITIES:

Advise Disability Services personnel in current best practices.

Represent the office on committees and at University events.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in psychology, counseling/social work, college student personnel, communicative disorders, adult education or other human science field; Minimum three years of experience working with students with disabilities in a postsecondary disability support services environment; Demonstrated evidence of supporting student success and self-advocacy; Demonstrated experience with issues of disability and ADA/504 accommodations; Demonstrated knowledge of Federal Regulations, such as Americans with Disabilities Act Amendment Act/Section 504, FERPA and other

regulations pertinent to higher education environments; Demonstrated experience working with adults presenting with social/emotional needs; Demonstrated ability to consult in learning accessibility options; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to contribute to team cohesiveness; Demonstrated supervisory experience; Demonstrated experience in the use of a paperless or database-driven office record-keeping system; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated knowledge of college assistive technologies; and, Demonstrated experience with Autism Spectrum Disorders.

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